UNIVERSITY OF MARYLAND

BUDGET PREPARATION & MAINTENANCE SYSTEM

TRAINING AND USER MANUAL

FY 2015 WORKING BUDGET

Office of the Vice President

Administration & Finance

UNIVERSITY OF MARYLAND

OFFICE OF THE VICE PRESIDENT-ADMINISTRATION & FINANCE
BUDGET AND FISCAL ANALYSIS
2132 MAIN ADMINISTRATION

Susan Boblitz, Analyst
Budget and Fiscal Analysis
Telephone: 301-405-5638
Email: sboblitz@umd.edu

Many colleges and divisions have designated 'super users' whose role is to assist others within their college or division with working budget questions, including those related to BPM. Please contact your college or divisional business officer if you are unsure of who your designated 'super user' is.

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TRAINING MANUAL CONTENTS

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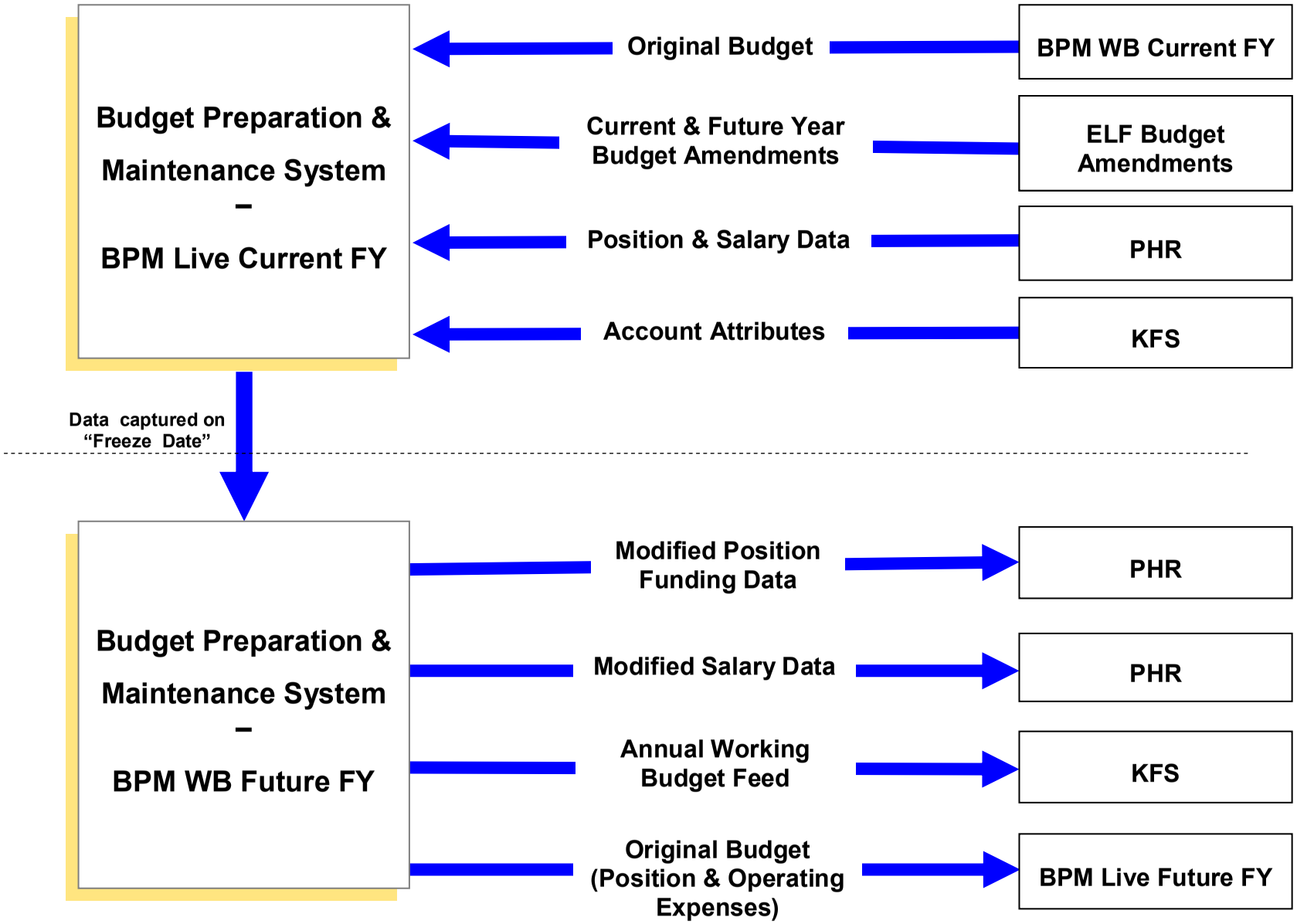
OVERVIEW
WHAT IS THE BPM WORKING BUDGET SYSTEM?

- Designed to develop and record the detailed July 1st budget for the University;
- Includes position-level budgeting at the account and subcode level for itemized employees;
- Develops itemized position budgets based on the salary of the individual who is in the position;
- Serves as one mechanism to adjust the July 1st funding of itemized employee salaries in the Payroll and Human Resource System (PHR); and
- Provides, in years that COLA and merit increases are effective July 1st, a mechanism to update the itemized employees salaries in PHR for these increases.

Overview of Budget System



OVERVIEW
FY 2015— POSITION BUDGETING AND SALARY SETTING IN BPM

For FY 2015, there will be a 2.5% (on average) merit increase effective July 1, 2014 and a 2% Cost-of-Living Increase (COLA) effective January 1, 2015.

Set Salary Amount:

- For all regular status employees, COLA will not be loaded onto the set-salary screen. This field will be blocked from user edit. COLA will be added to the employee's pay using the Payroll COLA Program used this past January.
- For non-exempts, merit will be pre-loaded onto the set salary screen at the annualized 2.5% amount and will be blocked from user edit. If the nonexempt person is not eligible for merit, users may back out the merit in the field "mandatory merit adjustment".
- For faculty and exempts, merit will be left blank at BPM open and will be available for users to manually input the applicable merit. Users should input merit at the annualized amount.
- The "set salary" flag will be set at "No" when BPM is opened to users. After users have finished setting salaries, users will be able to run a report "Salary Not Set by Employee-All Positions", which will identify employees for which salary setting is not yet complete.

Set Position Budget at the July 1, 2015 Salary Amount:

- The primary change for the FY 2015 BPM Working Budget is that the "position budget" will equal "salary" on the "set salary" screen if "make new budget amount" is checked (likewise for the "reallocate salary" screen and the "salary spreadsheets").
- After Working Budget: COLA will be added to eligible employees' position budgets by two budget amendments: 1) a 1% current and future year increase to the position budget, and 2) a 1% future year increase to properly reflect the position budget for FY 2016. Funding for the COLA has not yet been determined.

Payroll Conversion:

- July 1st: Salary and funding changes both effective July 1st for employees will be processed.
- Later in FY15: COLA will be added to eligible employees' salaries through the same mid-year Payroll COLA program process used last year.

REMINDER: When setting salaries or budgets on a position that is funded by accounts that cross departments or colleges, users MUST coordinate with the other department/college BEFORE making any changes that impact the accounts of the other department/college.

FY 2015 WORKING BUDGET SCHEDULE

Monday	April 7		State of Maryland Legislative Session closes.
Tues–Thurs	April 15-17		BPM System Training
Tuesday	**April 15**		**Last day to request new accounts or account modifications in order to be processed for the freeze data for BPM WB**
Thursday	April 17		University Administration finalizes working budget allocations.
Thursday	**April 17**	**3:00 p.m.**	**Last day to process ELF Budget Adjustments prior to freeze of BPM data for working budget.**
Friday	**April 18**	**5:00 p.m.**	**Last day for approved updates to PHR prior to freeze of data for BPM working budget. Future-dated appointment changes--effective on or before June 30 for 12-month employees, and effective on or before Pay Period 04 (beginning August 10) for academic year faculty--will be included in the FY 15 working budget system.**
Thursday	**April 24**	**9:00 a.m.**	**BFA distributes working budget instructions to divisions and colleges for salary setting and budget allocations. BPM open to divisions and colleges.**
Wednesday	**April 30**	**9:00 a.m.**	**BPM system opened to departmental users.***
Friday	**May 9**	**5:00 p.m.**	**BPM system closed to departmental users.***
Friday	**May 16**	**5:00 p.m.**	**BPM system closed to divisions and colleges. Tracking control sheets due to BFA.**
Thursday	May 22	5:00 p.m.	BFA releases salary and funding data for payroll conversion.
Tuesday	June 3	5:00 p.m.	Files submitted from BPM to PHR for payroll conversion.
Friday	June 13		BFA loads working budget into KFS.
Monday	June 16	8:00 a.m	PHR payroll conversion loaded.
Tuesday	**June 17**		**Payroll will make available payroll conversion reports to units for verification and correction in PHR.**
Tuesday	**July 8**	**11:00 p.m.**	**Last day for units to make payroll corrections in PHR for July 1 salaries and funding/accounts.**

*Colleges/Divisions may choose to open BPM to departments prior to April 30, and keep the system open beyond May 9, at their discretion. Requests for alternate dates should be made to Susan Boblitz (sboblitz@umd.edu, Ext. 5-5638).

BPM LOG-ON & NAVIGATION
WEB BROWSER, LOCATION AND LOG-ON

Below is a list of technical requirements that will help to optimize BPM performance. Attempts to use unsupported browsers, or a lack of enabled Javascript, will result in an error message containing instructions for installing minimally acceptable software. Please contact your System Administrator if you need assistance updating your software or settings.

- Use of Internet Explorer (version 10 or above) is strongly recommended. Other allowed browsers include Firefox (version 27 and above), Safari (version 6 or above), Google Chrome (version 33 and above) and Opera (version 20 or above).
- Javascript must be enabled, and the browser's cache should be set to check for new versions of web pages automatically.
- Screen resolution should be set to 1280 x 1024.
- Do not use the browser's "**Back**" or "**Forward**" buttons to navigate through BPM, as this could result in error messages or incorrect data being displayed. Instead, use linked buttons on BPM screens and the "**Back**" button located at the bottom of the BPM screen.
- BPM provides reports in the following formats: Portable Document Format (PDF), MS Excel, Rich Text Format (RTF), and Hyper-Text Mark-up Language (HTML). To view the report in the format you choose, you must have software installed on your computer (Adobe Acrobat Reader, MS Excel, Word or Word Pad) that can read the corresponding format.
- Log out of BPM by clicking on BPM's "**Exit**" button, located at the bottom of the screen. Otherwise, BPM will not properly log you out of the system.
- If you receive a message "Application Not Registered", it is because the common log-in timed out. Re-log into the common log-in at the top left of the ARES home page and then click on the link to FY 2015 BPM WB on BFA's webpage. Or, use another browser or re-boot your computer.

WEB LOCATION

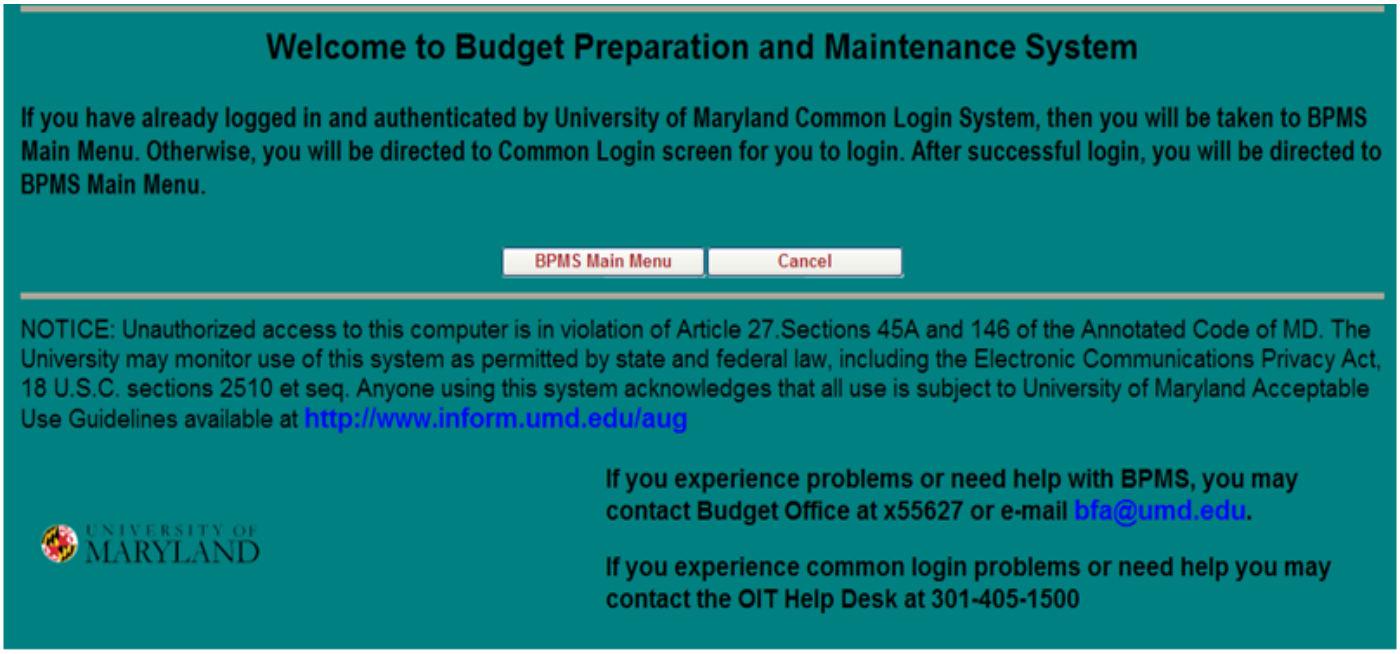
- **Production System**
  http://ares.umd.edu (ARES web site)
  - ◊ Select **"Budget and Fiscal Analysis"**
  - ◊ Click on "**BPM System**" link
  - ◊ Choose "**FY 2015 Working Budget**" to be directed to the **COMMON LOGIN** screen.

- **Training System**
  http://otcbgt.umd.edu/bpms2015_training/bpms.aspx

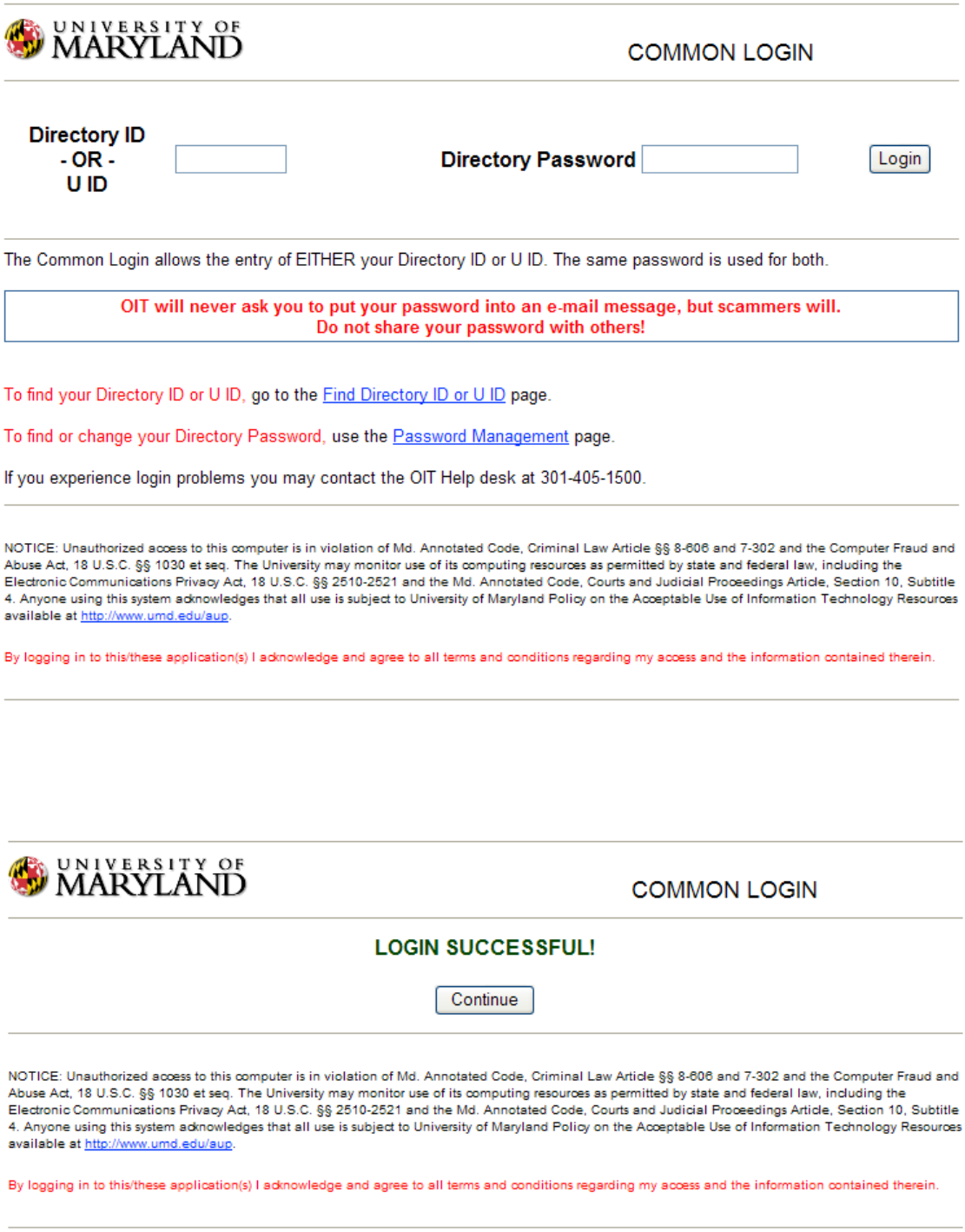
BPM LOG-ON & NAVIGATION
WEB BROWSER, LOCATION AND LOG-ON

LOG-ON
Select "**BPMS Main Menu**" to be directed to the Common Login Screen if you have not already logged in and been authenticated by the Common Login System.

1) Log in using your LDAP directory ID and password.


Welcome to Budget Preparation and Maintenance System
If you have already logged in and authenticated by University of Maryland Common Login System, then you will be taken to BPMS Main Menu. Otherwise, you will be directed to Common Login screen for you to login. After successful login, you will be directed to BPMS Main Menu.
BPMS Main Menu
Cancel
NOTICE: Unauthorized access to this computer is in violation of Article 27.Sections 45A and 146 of the Annotated Code of MD. The University may monitor use of this system as permitted by state and federal law, including the Electronic Communications Privacy Act, 18 U.S.C. sections 2510 et seq. Anyone using this system acknowledges that all use is subject to University of Maryland Acceptable Use Guidelines available at http://www.inform.umd.edu/aug
UNIVERSITY OF MARYLAND
If you experience problems or need help with BPMS, you may contact Budget Office at x55627 or e-mail bfa@umd.edu.
If you experience common login problems or need help you may contact the OIT Help Desk at 301-405-1500

2) Click on "**Continue**" to access "**Menu Options"** screen.


UNIVERSITY OF MARYLAND
COMMON LOGIN
Directory ID - OR - U ID
Directory Password
Login
The Common Login allows the entry of EITHER your Directory ID or U ID. The same password is used for both.
OIT will never ask you to put your password into an e-mail message, but scammers will.
Do not share your password with others!
To find your Directory ID or U ID, go to the Find Directory ID or U ID page.
To find or change your Directory Password, use the Password Management page.
If you experience login problems you may contact the OIT Help desk at 301-405-1500.
NOTICE: Unauthorized access to this computer is in violation of Md. Annotated Code, Criminal Law Article §§ 8-606 and 7-302 and the Computer Fraud and Abuse Act, 18 U.S.C. §§ 1030 et seq. The University may monitor use of its computing resources as permitted by state and federal law, including the Electronic Communications Privacy Act, 18 U.S.C. §§ 2510-2521 and the Md. Annotated Code, Courts and Judicial Proceedings Article, Section 10, Subtitle 4. Anyone using this system acknowledges that all use is subject to University of Maryland Policy on the Acceptable Use of Information Technology Resources available at http://www.umd.edu/aup.
By logging in to this/these application(s) I acknowledge and agree to all terms and conditions regarding my access and the information contained therein.
UNIVERSITY OF MARYLAND
COMMON LOGIN
LOGIN SUCCESSFUL!
Continue
NOTICE: Unauthorized access to this computer is in violation of Md. Annotated Code, Criminal Law Article §§ 8-606 and 7-302 and the Computer Fraud and Abuse Act, 18 U.S.C. §§ 1030 et seq. The University may monitor use of its computing resources as permitted by state and federal law, including the Electronic Communications Privacy Act, 18 U.S.C. §§ 2510-2521 and the Md. Annotated Code, Courts and Judicial Proceedings Article, Section 10, Subtitle 4. Anyone using this system acknowledges that all use is subject to University of Maryland Policy on the Acceptable Use of Information Technology Resources available at http://www.umd.edu/aup.
By logging in to this/these application(s) I acknowledge and agree to all terms and conditions regarding my access and the information contained therein.

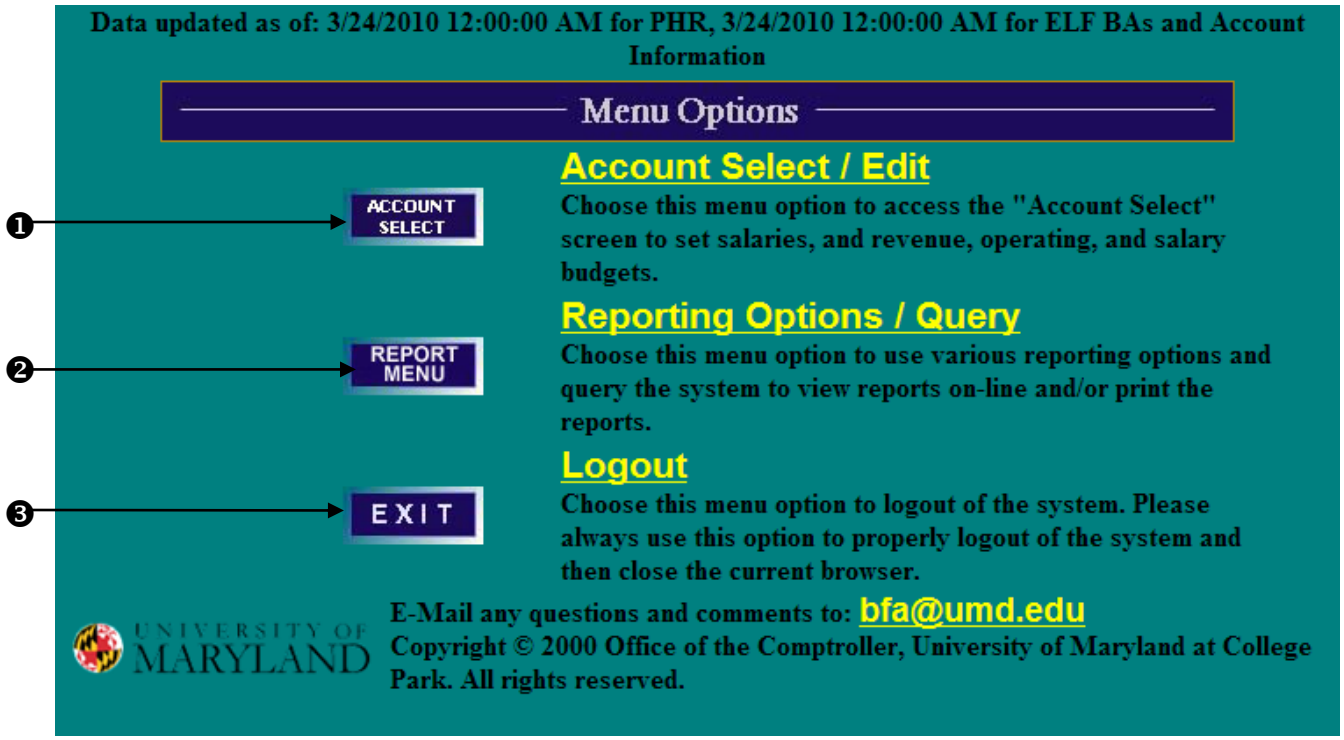
BPM LOG-ON & NAVIGATION
MENU OPTIONS SCREEN

From the BPM Main Menu, click on

1) "**Account Select**" or "**Account Select/Edit**" to access the **Account Select** screen to set salaries, and revenue, operating, and salary budgets,

2) "**Report Menu**" or "**Reporting Options/Query**" to view and/or print reports, or

3) "**Exit**" or "**Logout**" to log out of BPM


Data updated as of: 3/24/2010 12:00:00 AM for PHR, 3/24/2010 12:00:00 AM for ELF BAs and Account Information
Menu Options
ACCOUNT SELECT
REPORT MENU
EXIT
Account Select / Edit
Choose this menu option to access the "Account Select" screen to set salaries, and revenue, operating, and salary budgets.
Reporting Options / Query
Choose this menu option to use various reporting options and query the system to view reports on-line and/or print the reports.
Logout
Choose this menu option to logout of the system. Please always use this option to properly logout of the system and then close the current browser.
UNIVERSITY OF MARYLAND
E-Mail any questions and comments to: bfa@umd.edu
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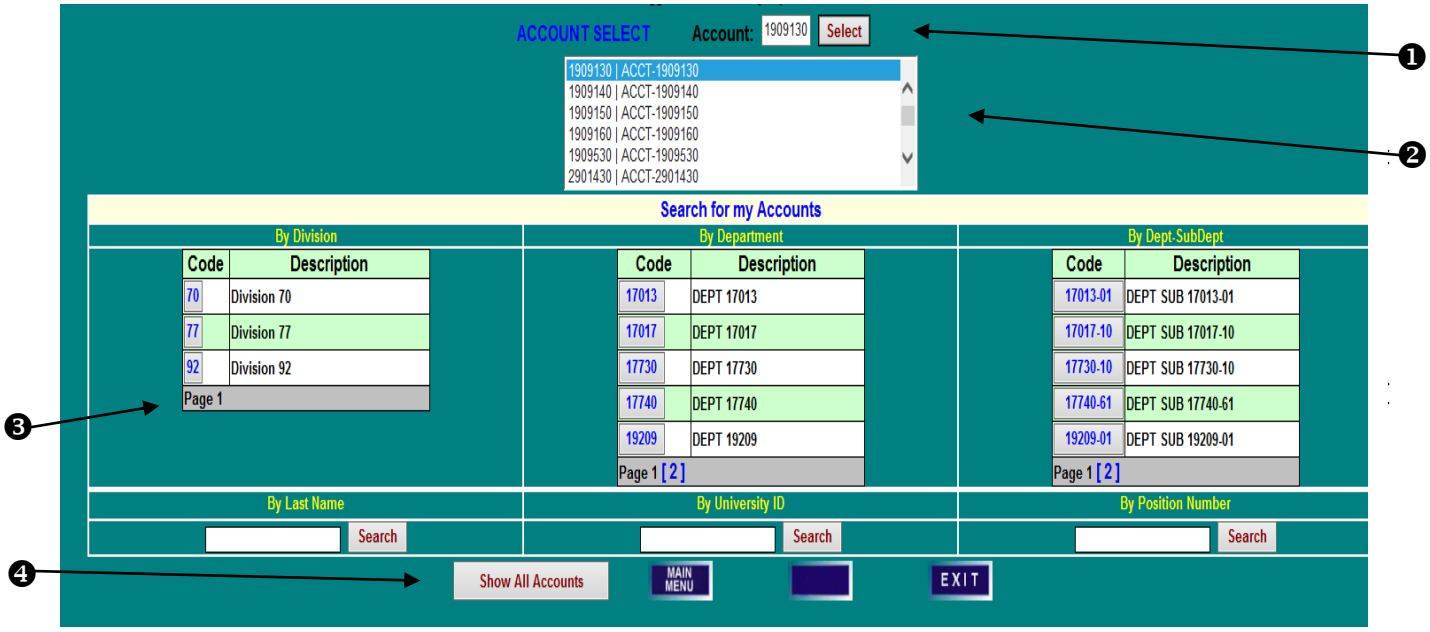
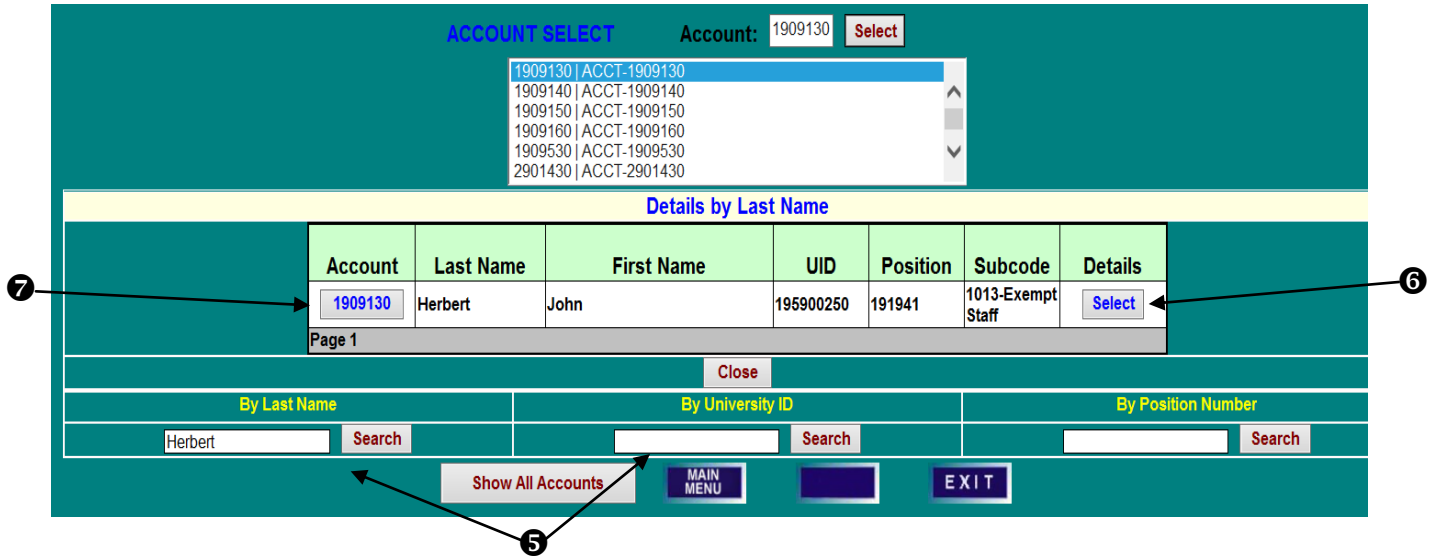
BPM LOG-ON & NAVIGATION
ACCOUNT SELECT SCREEN

1) To access an **Account Budget Summary** screen, type an account number in the "**Account**" field and click on "**Select**," or
2) Using the scroll bar, highlight an account and click on "**Select**."
3) To display accounts within a "**Division**," "**Department**," or "**SubDept**," click on the desired unit.
4) To return to a display of all accounts that you may access, click **"Show All Accounts**."

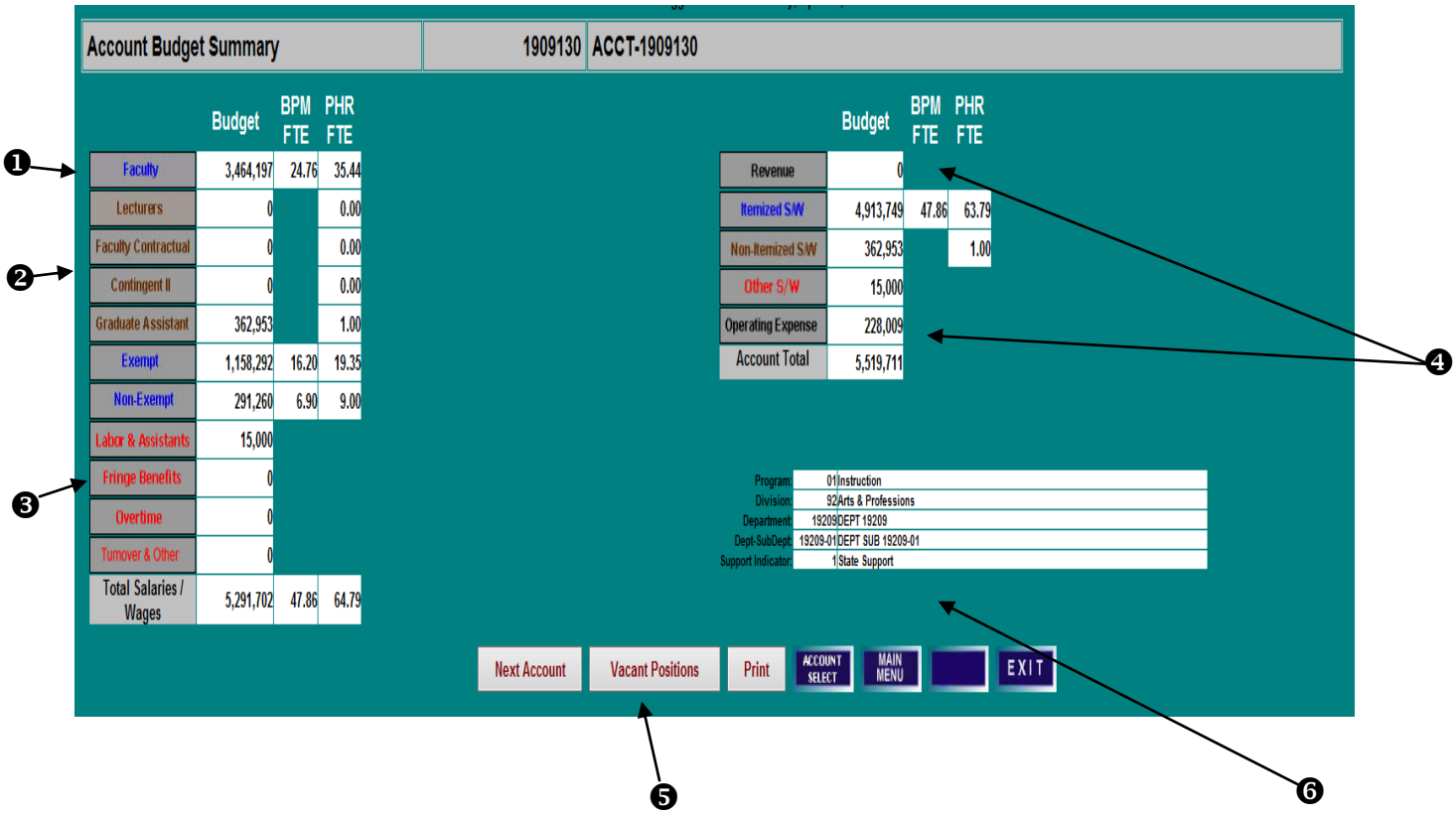


5) To locate account information for a specific employee, enter **Last Name** or **University ID** number in the associated field and click on "**Search**." To locate account information for an individual position, enter the **Position Number** and click "**Search**."
6) In the search results, Click on "**Select**" in the **Details** column to go directly to the **Position/Employee Details** screen for the selected employee and account, or
7) In the search results, click on an "**Account**" number to access the **Account Budget Summary** screen for the selected account.



BPM LOG-ON & NAVIGATION
ACCOUNT BUDGET SUMMARY SCREEN

1) To set **Itemized** salaries and position budgets, click on a blue "**Faculty**," "**Exempt**," or "**Non-Exempt**" field name to access the related **Position/Employee Details** screen.
2) Click on a brown "**Lecturers**," "**Faculty Contractual**," "**Contingent II**," or "**Graduate Assistant**" field name to access the related worksheet for setting budget for **Non-Itemized S/W**.
3) To set budget amounts for "**Labor & Assistants**," "**Fringe Benefits**," "**Overtime**," or "**Turnover & Other**," click on the associated red field name, or on "**Other S/W**" in the right-hand column.
4) To access subcode-level budget detail and to set revenue and operating budgets, click on the "**Revenue**" or "**Operating Expense**" field names in the right-hand column.
5) Click on "**Vacant Positions**" to view and edit Vacant Position data for the account.
6) Note the account attribute information, including Program, Division/Department, and Support Indicator.



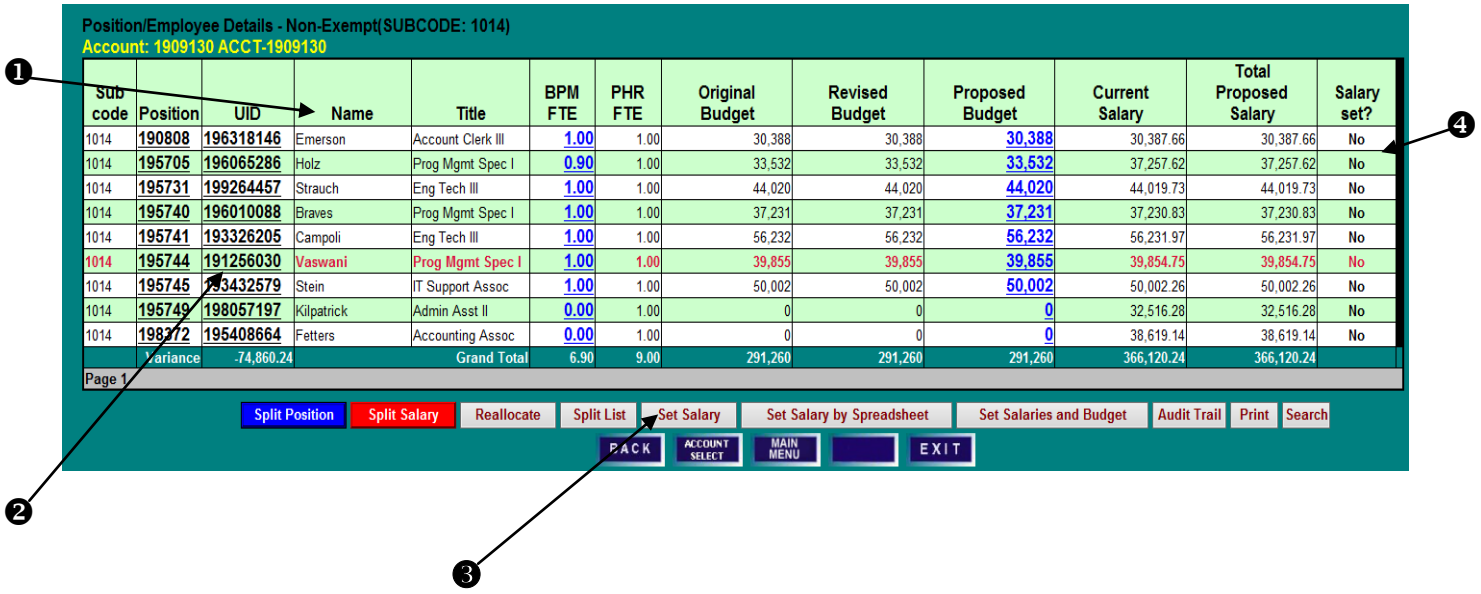
SET SALARY & POSITION BUDGETS
SET BY ACCOUNT -SINGLE FUNDED - NON-EXEMPT

ACCOUNT BUDGET SUMMARY SCREEN

1) From the **Account Budget Summary** screen, click on "**Non-Exempt**" to access the **Non-Exempt Position/Employee Details** screen.

POSITION EMPLOYEE DETAILS SCREEN

1) Employees are listed in position number order, but can be sorted by any column heading. Click on the **Name** column heading to sort the data by name.
2) To select an employee for salary setting, click on the associated "**Position"** or "**UID**" number. The text of the selected row will turn red.
3) Click on "**Set Salary**" to access the **Salary Setting** screen for the employee.
4) Since **"Merit"** is applicable, "**Salary Set"** has been set to **"No"** automatically. Users will need to set salaries for all employees.

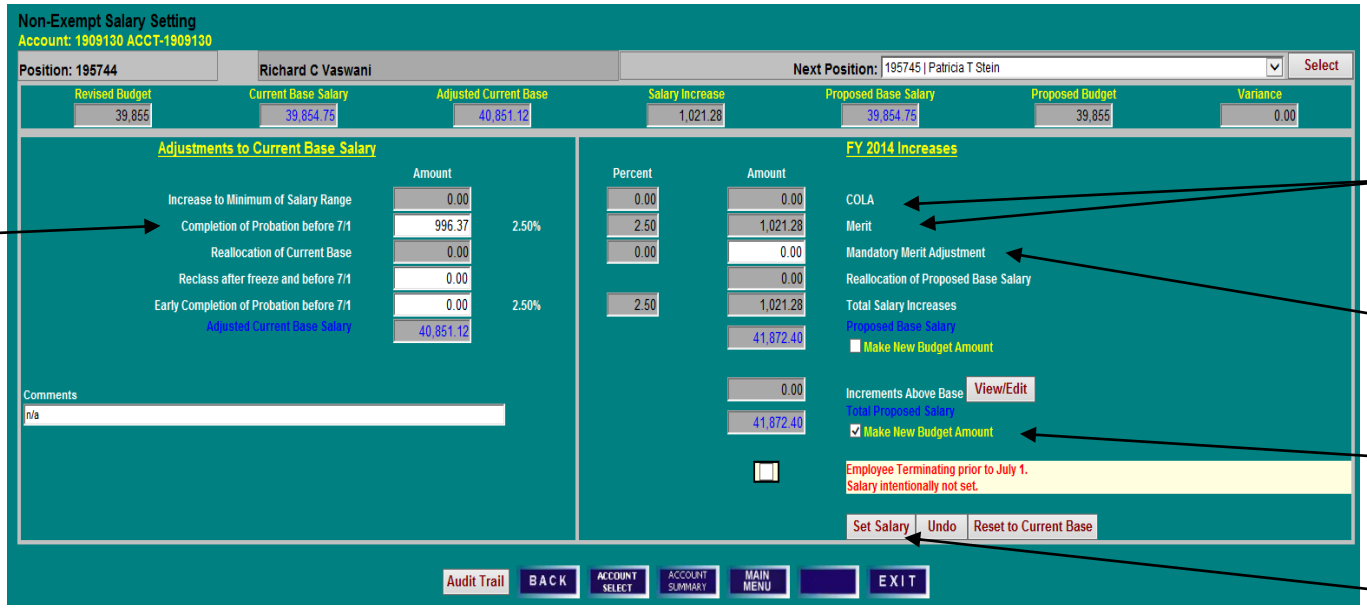


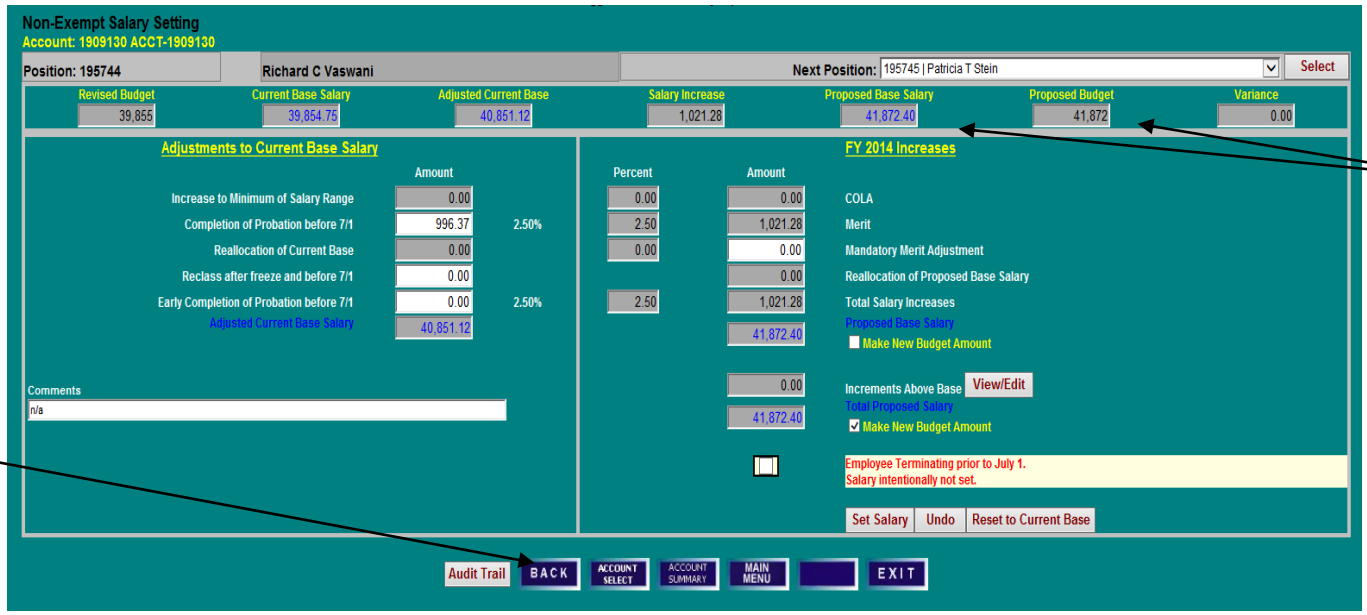
SET SALARY & POSITION BUDGET
SET BY ACCOUNT—SINGLE FUNDED - NON-EXEMPT

SALARY SETTING SCREEN

(Please note that salary setting screen field definitions can be found in the Appendix.)

1) **"COLA"** will be blocked for edit and **"Merit"** will be pre-loaded at 2.5% (annualized) but will not be applied or saved until the user specifically clicks on **"Set Salary"**. Both fields are blocked from user update for non-exempts. COLA is blocked for all other employees.
2) Enter **Adjustments to Current Base Salary**, if applicable.
3) Enter **"Mandatory Merit Adjustment,"** if applicable.
4) The BPM system will default to setting **Proposed Budget** equal to **Total Proposed Salary** (Proposed Base Salary plus Increments Above Base) on budgeted accounts. To override the default, remove (click on) the check mark from the "**Make New Budget Amount**" box next to "**Total Proposed Salary**."
5) Click "**Set Salary**" to update the record.
6) After the update has saved, "**Proposed Budget**" and "**Proposed Base Salary**" on the summary line will display the updated amounts.
7) Click "**Back**" to return to the **Position/Employee Details** screen.

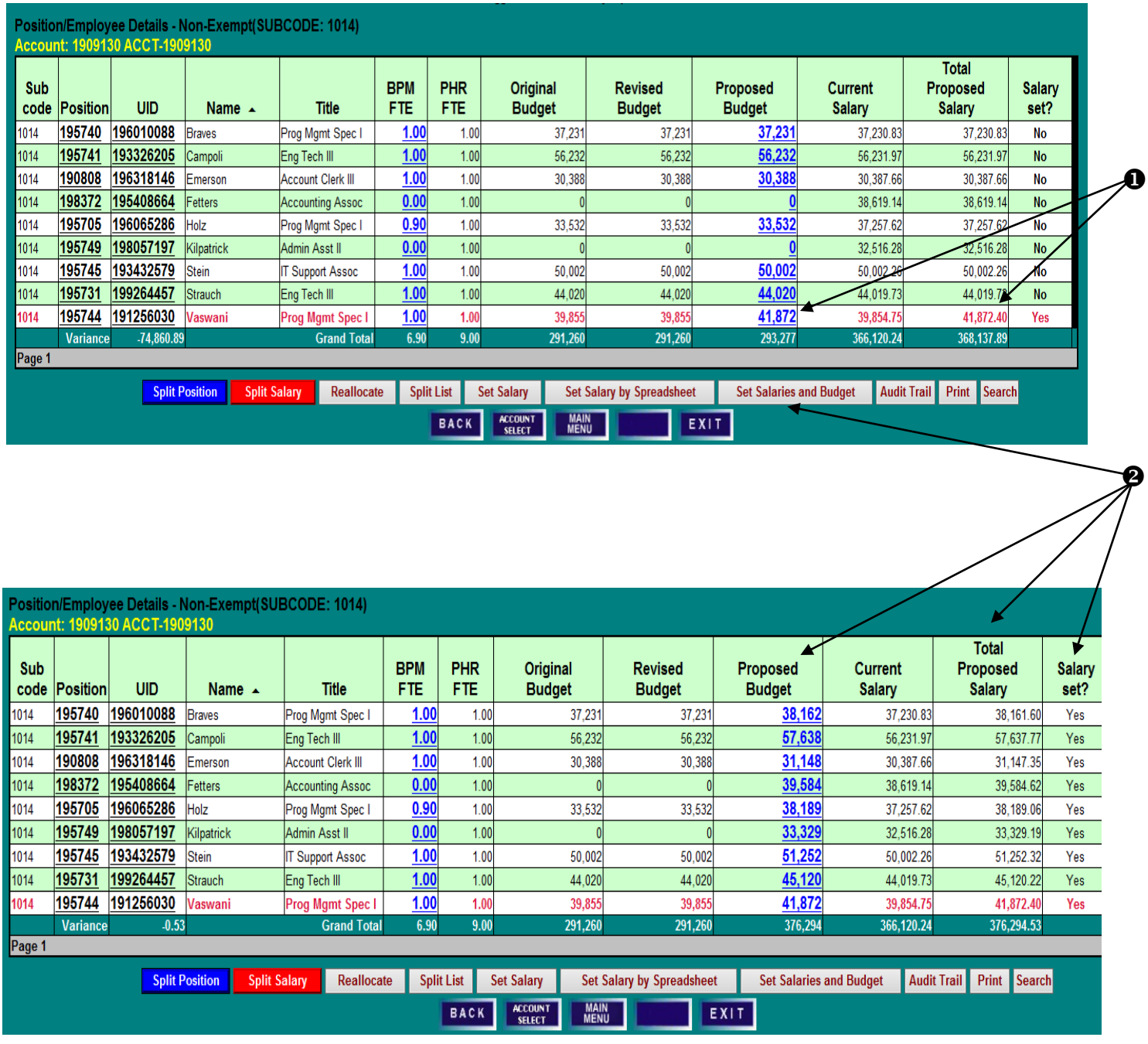




SET SALARY & POSITION BUDGET
SET BY ACCOUNT -SINGLE FUNDED - NON-EXEMPT

POSITION EMPLOYEE DETAIL SCREEN

1) Confirm that the employee's "**Proposed Budget**" and "**Total Proposed Salary**" have been updated.
2) Clicking the "**Set Salaries and Budget"** button will set **Proposed Budget** equal to **Total Proposed Salary** for all Non-Exempt employees listed.



Position/Employee Details - Non-Exempt(SUBCODE: 1014)
Account: 1909130 ACCT-1909130

Sub code	Position	UID	Name	Title	BPM FTE	PHR FTE	Original Budget	Revised Budget	Proposed Budget	Current Salary	Total Proposed Salary	Salary set?
1014	195740	196010088	Braves	Prog Mgmt Spec I	1.00	1.00	37,231	37,231	37,231	37,230.83	37,230.83	No
1014	195741	193326205	Campoli	Eng Tech III	1.00	1.00	56,232	56,232	56,232	56,231.97	56,231.97	No
1014	190808	196318146	Emerson	Account Clerk III	1.00	1.00	30,388	30,388	30,388	30,387.66	30,387.66	No
1014	198372	195408664	Fetters	Accounting Assoc	0.00	1.00	0	0	0	38,619.14	38,619.14	No
1014	195705	196065286	Holz	Prog Mgmt Spec I	0.90	1.00	33,532	33,532	33,532	37,257.62	37,257.62	No
1014	195749	198057197	Kilpatrick	Admin Asst II	0.00	1.00	0	0	0	32,516.28	32,516.28	No
1014	195745	193432579	Stein	IT Support Assoc	1.00	1.00	50,002	50,002	50,002	50,002.26	50,002.26	No
1014	195731	199264457	Strauch	Eng Tech III	1.00	1.00	44,020	44,020	44,020	44,019.73	44,019.73	No
1014	195744	191256030	Vaswani	Prog Mgmt Spec I	1.00	1.00	39,855	39,855	41,872	39,854.75	41,872.40	Yes
	Variance	-74,860.89		Grand Total	6.90	9.00	291,260	291,260	293,277	366,120.24	368,137.89	

Page 1

Split Position | Split Salary | Reallocate | Split List | Set Salary | Set Salary by Spreadsheet | Set Salaries and Budget | Audit Trail | Print | Search

BACK | ACCOUNT SELECT | MAIN MENU | EXIT

Position/Employee Details - Non-Exempt(SUBCODE: 1014)
Account: 1909130 ACCT-1909130

Sub code	Position	UID	Name	Title	BPM FTE	PHR FTE	Original Budget	Revised Budget	Proposed Budget	Current Salary	Total Proposed Salary	Salary set?
1014	195740	196010088	Braves	Prog Mgmt Spec I	1.00	1.00	37,231	37,231	38,162	37,230.83	38,161.60	Yes
1014	195741	193326205	Campoli	Eng Tech III	1.00	1.00	56,232	56,232	57,638	56,231.97	57,637.77	Yes
1014	190808	196318146	Emerson	Account Clerk III	1.00	1.00	30,388	30,388	31,148	30,387.66	31,147.35	Yes
1014	198372	195408664	Fetters	Accounting Assoc	0.00	1.00	0	0	39,584	38,619.14	39,584.62	Yes
1014	195705	196065286	Holz	Prog Mgmt Spec I	0.90	1.00	33,532	33,532	38,189	37,257.62	38,189.06	Yes
1014	195749	198057197	Kilpatrick	Admin Asst II	0.00	1.00	0	0	33,329	32,516.28	33,329.19	Yes
1014	195745	193432579	Stein	IT Support Assoc	1.00	1.00	50,002	50,002	51,252	50,002.26	51,252.32	Yes
1014	195731	199264457	Strauch	Eng Tech III	1.00	1.00	44,020	44,020	45,120	44,019.73	45,120.22	Yes
1014	195744	191256030	Vaswani	Prog Mgmt Spec I	1.00	1.00	39,855	39,855	41,872	39,854.75	41,872.40	Yes
	Variance	-0.53		Grand Total	6.90	9.00	291,260	291,260	376,294	366,120.24	376,294.53	

Page 1

Split Position | Split Salary | Reallocate | Split List | Set Salary | Set Salary by Spreadsheet | Set Salaries and Budget | Audit Trail | Print | Search

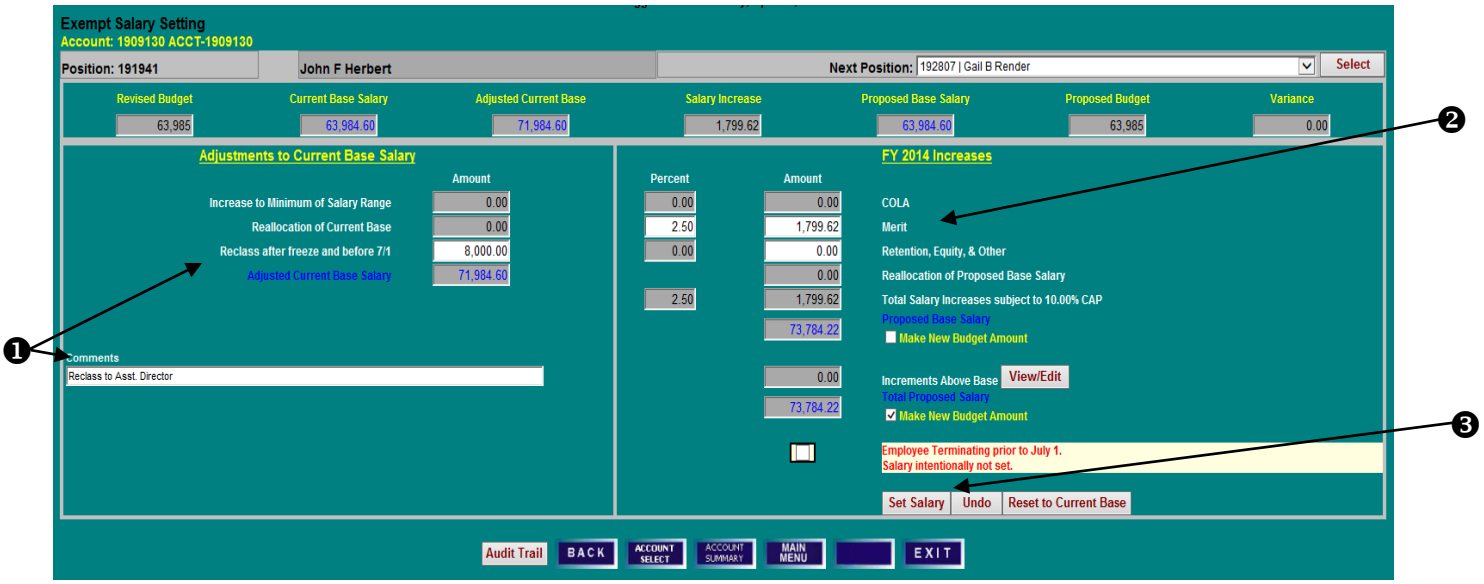
BACK | ACCOUNT SELECT | MAIN MENU | EXIT

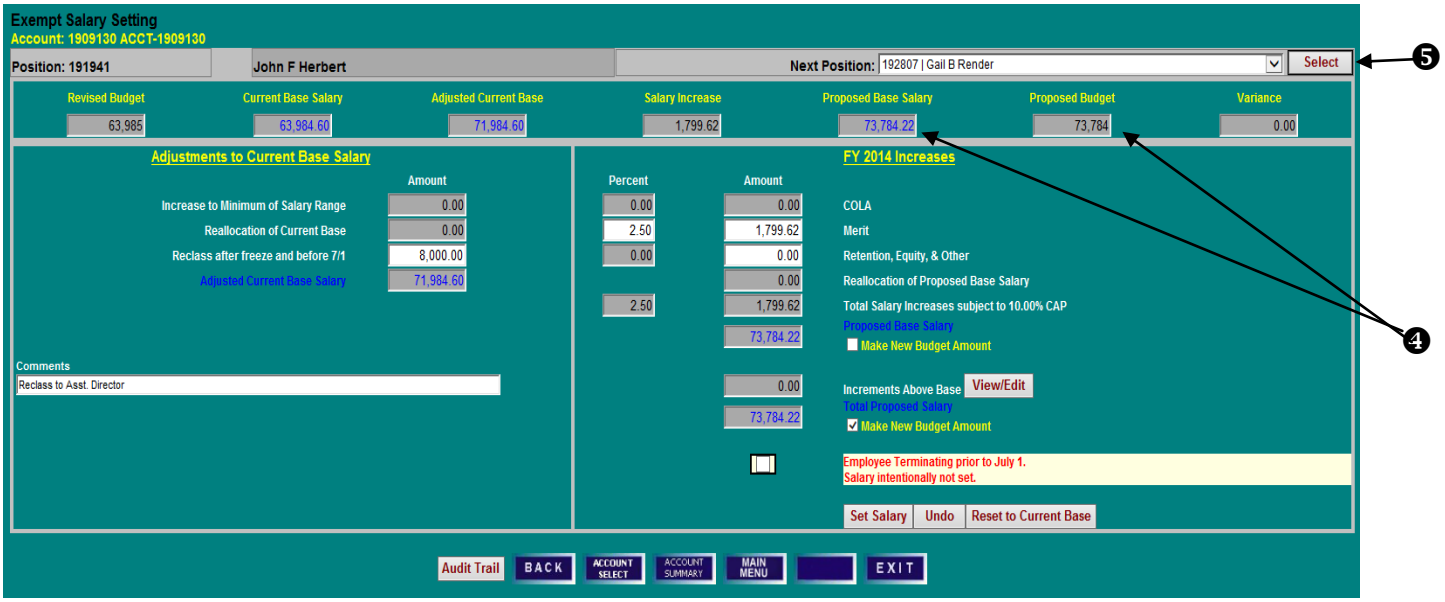
SET SALARY & POSITION BUDGET
SET BY ACCOUNT -SINGLE FUNDED - EXEMPT

ACCOUNT BUDGET SUMMARY SCREEN
1) Click on "**Exempt**" to navigate to the **Position/Employee Details** screen.

POSITION EMPLOYEE DETAILS SCREEN
1) Click on the "**Position**" or "**UID**" number of an employee, and then click "**Set Salary**."

SALARY SETTING BY ACCOUNT SCREEN
1) Enter "**Adjustments to Current Base Salary"**, if applicable. Adjustments should reflect activity in PHR from the BPM freeze date through June 30th. Enter '**Merit**" and any applicable salary increases.
3) Click "**Set Salary**" to update the record.
4) After the record is saved successfully, "**Proposed Budget**" and "**Proposed Base Salary**" on the summary line will display the updated amounts.
5) To move to another position, choose a name from the "**Next Position**" drop down menu and click "**Select**."



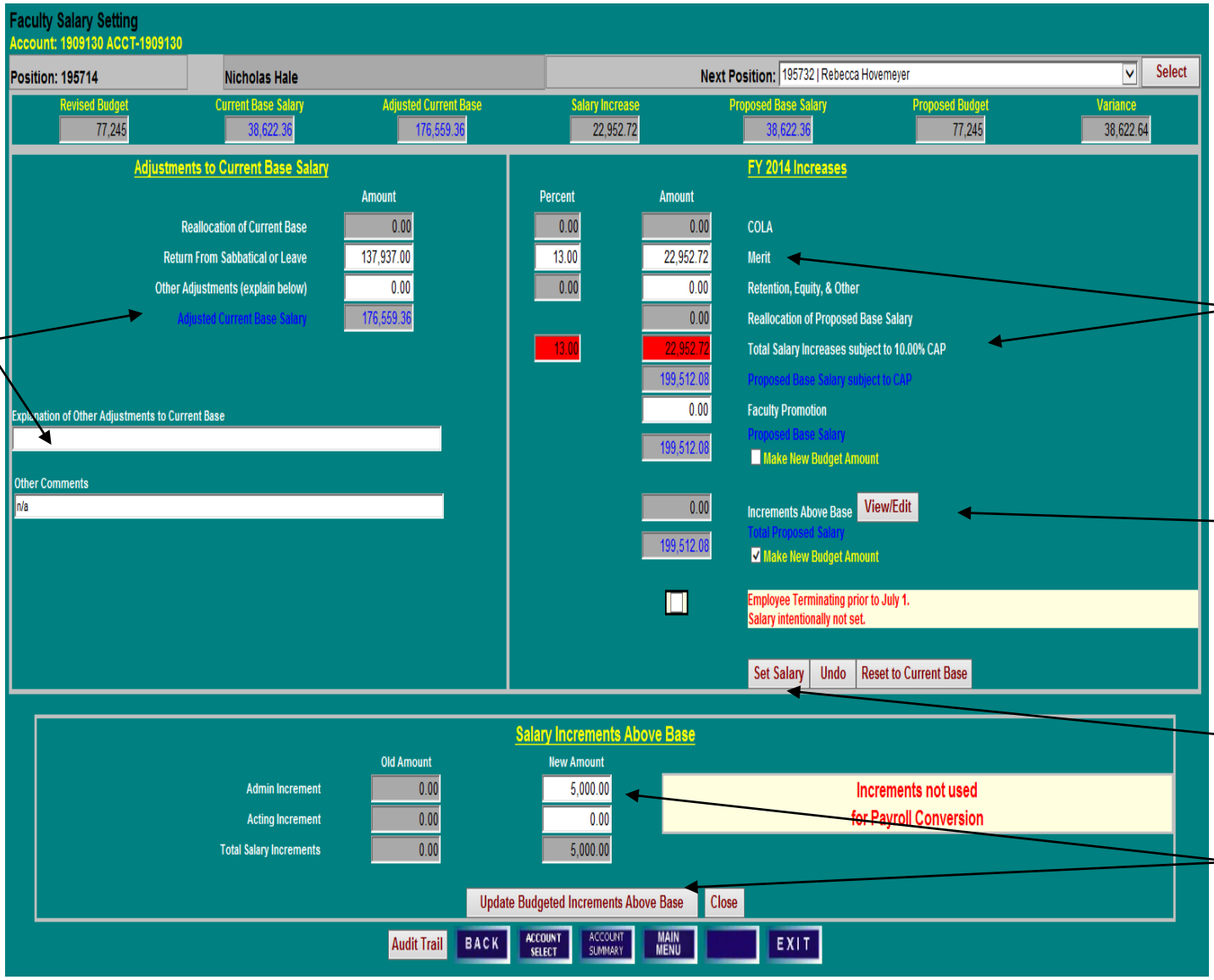


SET SALARY & POSITION BUDGET
SET BY ACCOUNT -SINGLE FUNDED - FACULTY

ACCOUNT BUDGET SUMMARY SCREEN
1) Click on "**Faculty**" to navigate to the **Position/Employee Details** screen.

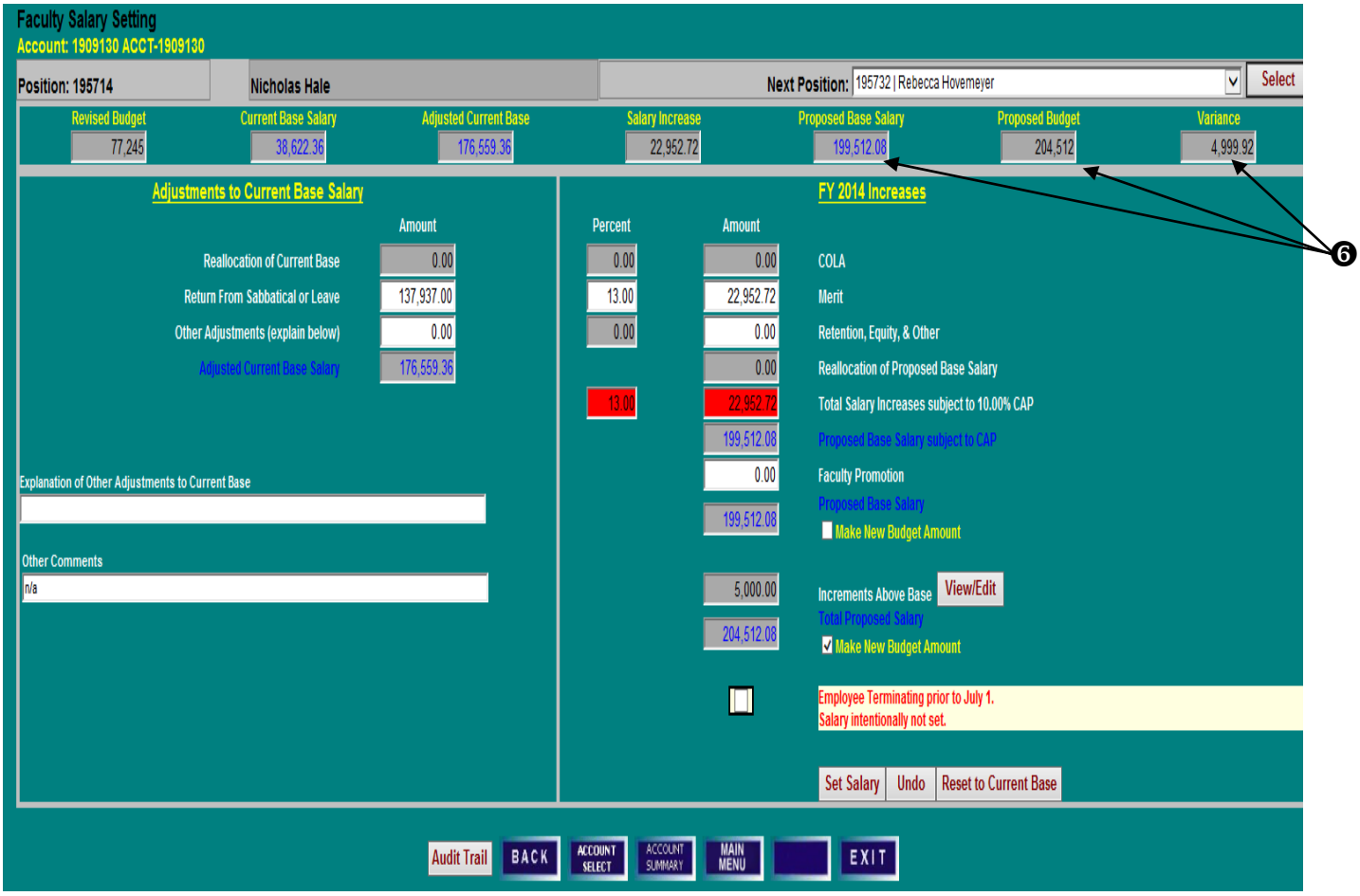
POSITION EMPLOYEE DETAILS SCREEN
1) Click on the "**Position**" or "**UID**" number of an employee, and then click on "**Set Salary**."

SALARY SETTING BY ACCOUNT SCREEN
1) Enter **Adjustments to Current Base Salary** and related explanation, if applicable.
2) Enter "**Merit**," "**Retention, Equity & Other**" or "**Faculty Promotion**," if applicable. If the combination of these items exceeds 10% of the adjusted current base salary, the "**Total Proposed Salary Increases Subject to Cap**" fields will turn red to indicate that a salary may require approval of the President.
3) Click on "**View/Edit**" **Increments Above Base**, if applicable. Increments above base must be set at the account level and are only used for budgeting purposes.
4) If applicable, enter the new increment amount and click "**Update Budgeted Increments Above Base**."
5) Click "**Set Salary**" to update the record. Note that, by default, the "**Make New Budget Amount**" box is checked and the increment amount will be included in the new budget figure. If this is not desired, de-select the box before clicking "**Set Salary**."



SET SALARY & POSITION BUDGET
SET BY ACCOUNT -SINGLE FUNDED - FACULTY

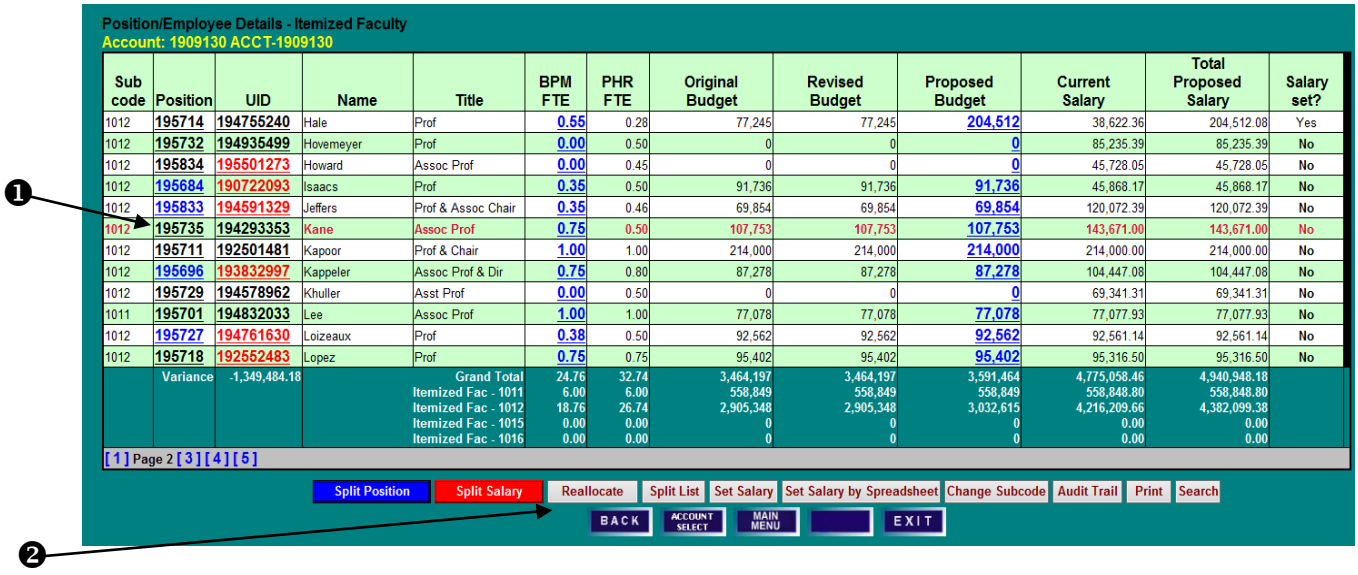
6) Review updated "**Proposed Base Salary**" and "**Proposed Budget**" figures on the summary line.



SET SALARY & POSITION BUDGET
REALLOCATE SALARY TO MULTIPLE FUNDING SOURCES

POSITION/EMPLOYEE DETAILS SCREEN

1) To reallocate a single-funded employee to one or more accounts, select an employee on the **Position/ Employee Details** screen by clicking on a "**Position**" or **"UID**" number.
2) Click on "**Reallocate**" to access the **Split Employee Details** screen. "**Split Position**" and "**Split Salary**" will also navigate to the **Split Employee Details** screen. "**Split Position**" means that a position's budget is split among multiple accounts. "**Split Salary**" means an employee's salary is split among multiple accounts.



Position/Employee Details - Itemized Faculty
Account: 1909130 ACCT-1909130

Sub code	Position	UID	Name	Title	BPM FTE	PHR FTE	Original Budget	Revised Budget	Proposed Budget	Current Salary	Total Proposed Salary	Salary set?
1012	195714	194755240	Hale	Prof	0.55	0.28	77,245	77,245	204,512	38,622.36	204,512.08	Yes
1012	195732	194935499	Hovemeyer	Prof	0.00	0.50	0	0	0	85,235.39	85,235.39	No
1012	195834	195501273	Howard	Assoc Prof	0.00	0.45	0	0	0	45,728.05	45,728.05	No
1012	195684	190722093	Isaacs	Prof	0.35	0.50	91,736	91,736	91,736	45,868.17	45,868.17	No
1012	195833	194591329	Jeffers	Prof & Assoc Chair	0.35	0.46	69,854	69,854	69,854	120,072.39	120,072.39	No
1012	195735	194293353	Kane	Assoc Prof	0.75	0.50	107,753	107,753	107,753	143,671.00	143,671.00	No
1012	195711	192501481	Kapoor	Prof & Chair	1.00	1.00	214,000	214,000	214,000	214,000.00	214,000.00	No
1012	195696	193832997	Kappeler	Assoc Prof & Dir	0.75	0.80	87,278	87,278	87,278	104,447.08	104,447.08	No
1012	195729	194578962	Khuller	Asst Prof	0.00	0.50	0	0	0	69,341.31	69,341.31	No
1011	195701	194832033	Lee	Assoc Prof	1.00	1.00	77,078	77,078	77,078	77,077.93	77,077.93	No
1012	195727	194761630	Loizeaux	Prof	0.38	0.50	92,562	92,562	92,562	92,561.14	92,561.14	No
1012	195718	192552483	Lopez	Prof	0.75	0.75	95,402	95,402	95,402	95,316.50	95,316.50	No
	Variance	-1,349,484.18		Grand Total	24.76	32.74	3,464,197	3,464,197	3,591,464	4,775,058.46	4,940,948.18	
				Itemized Fac - 1011	6.00	6.00	558,849	558,849	558,849	558,848.80	558,848.80	
				Itemized Fac - 1012	18.76	26.74	2,905,348	2,905,348	3,032,615	4,216,209.66	4,382,099.38	
				Itemized Fac - 1015	0.00	0.00	0	0	0	0.00	0.00	
				Itemized Fac - 1016	0.00	0.00	0	0	0	0.00	0.00	

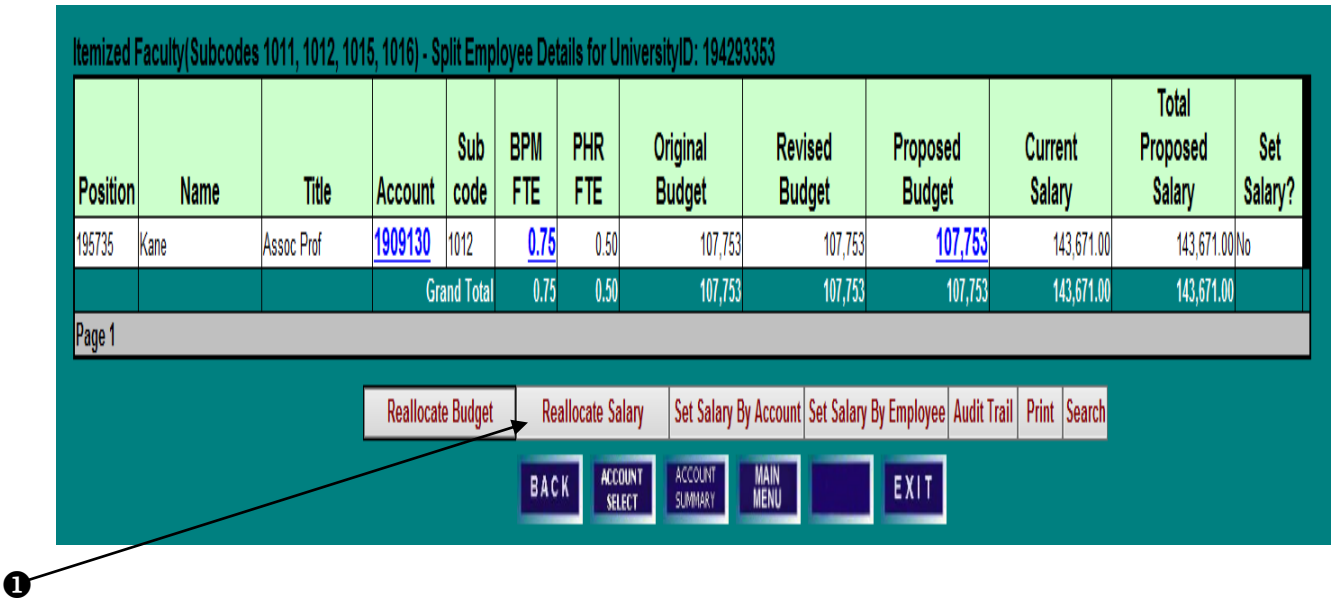
[1] Page 2 [3] [4] [5]

Split Position | Split Salary | Reallocate | Split List | Set Salary | Set Salary by Spreadsheet | Change Subcode | Audit Trail | Print | Search

BACK | ACCOUNT SELECT | MAIN MENU | EXIT

SPLIT EMPLOYEE DETAILS SCREEN

1) Select "**Reallocate Salary**" to move an employee's entire salary to a new account or to split an employee's salary among two or more accounts.



Itemized Faculty(Subcodes 1011, 1012, 1015, 1016) - Split Employee Details for UniversityID: 194293353

Position	Name	Title	Account	Sub code	BPM FTE	PHR FTE	Original Budget	Revised Budget	Proposed Budget	Current Salary	Total Proposed Salary	Set Salary?
195735	Kane	Assoc Prof	1909130	1012	0.75	0.50	107,753	107,753	107,753	143,671.00	143,671.00	No
			Grand Total		0.75	0.50	107,753	107,753	107,753	143,671.00	143,671.00	

Page 1

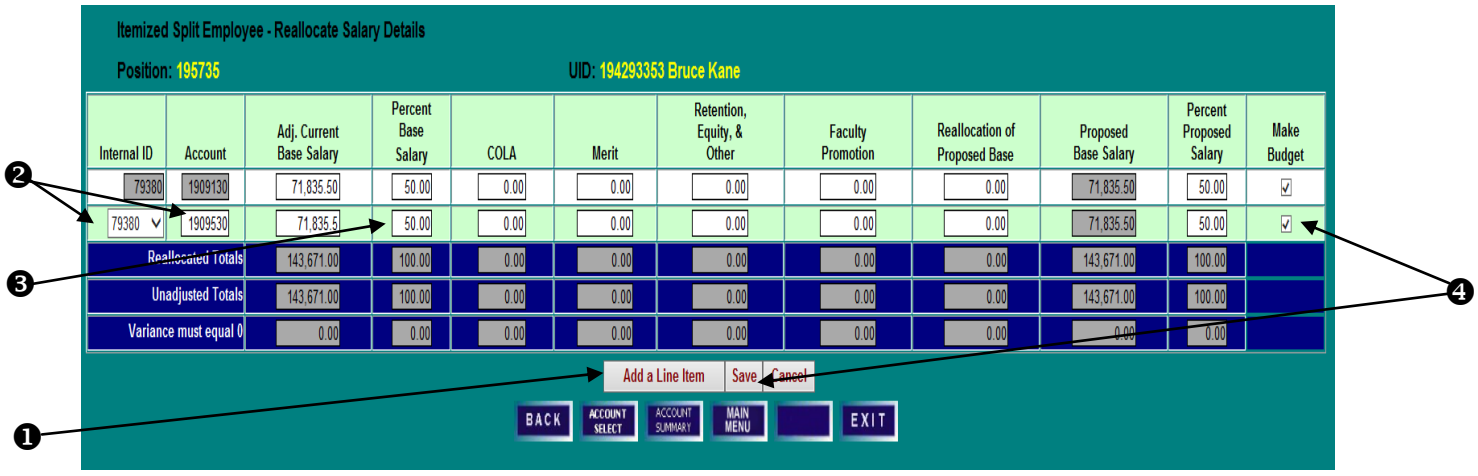
Reallocate Budget | Reallocate Salary | Set Salary By Account | Set Salary By Employee | Audit Trail | Print | Search

BACK | ACCOUNT SELECT | ACCOUNT SUMMARY | MAIN MENU | EXIT

SET SALARY & POSITION BUDGET
REALLOCATE SALARY TO MULTIPLE FUNDING SOURCES

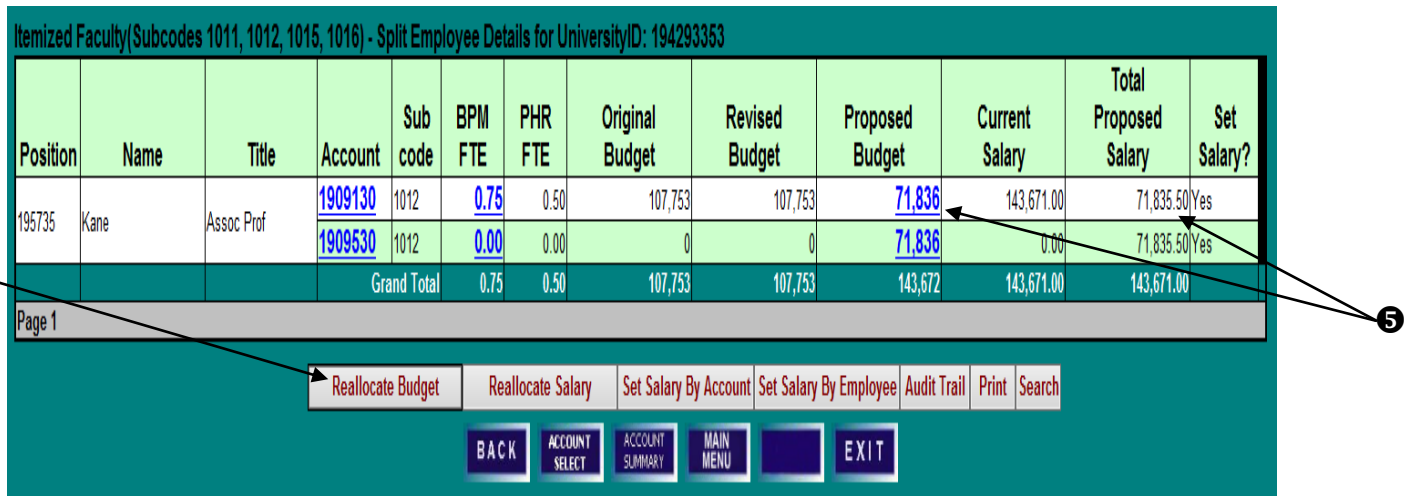
REALLOCATE SALARY DETAILS SCREEN

1) Click on "**Add a Line Item**" to open a new row.
2) Select the appropriate "**Internal ID**" from the drop-down list, enter the new "**Account**" number, and tab out of the field.
3) To move the entire salary, enter "100" in the new account's "**Percent Base Salary**" field, and "0" in the initial account's "**Percent Base Salary**" field. If the employee is being split, rather than completely moved, enter appropriate percentages or amounts of base salary in the corresponding fields. COLA, merit, and other increases, when applicable, cannot be added on this screen, only reallocated. Increases to salary must be added on a salary setting screen.
4) The "**Make Budget**" box is checked by default. Uncheck the "**Make Budget**" box to leave budget unchanged. Ensure that salary variances equal zero on the bottom row and click "**Save**." When "**Save**" is checked, the salary is set on the accounts as well.



SPLIT EMPLOYEE DETAILS SCREEN

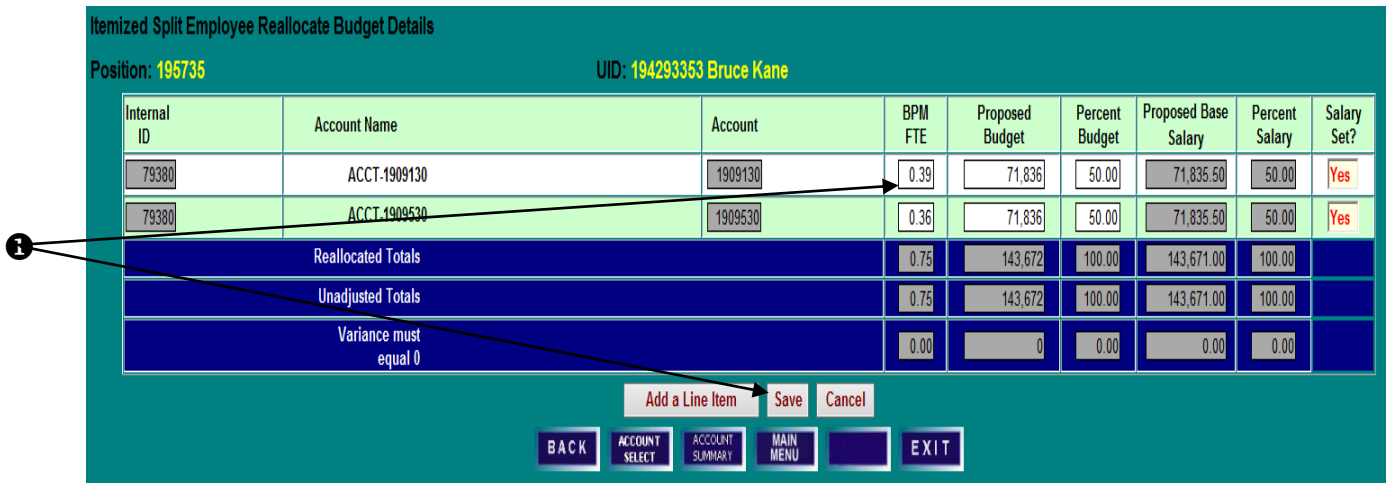
5) Review the revised salary and budget figures on the **Split Employee Details** screen. Note that "**Set Salary**" was changed to "Yes" and the "**Proposed Budget**" was updated to equal the reallocated salary on the account.
6) Click **"Reallocate Budget"** to make any other necessary adjustments to BPM FTE and/or Proposed Budget.



SET SALARY & POSITION BUDGET
REALLOCATE BUDGET DETAILS

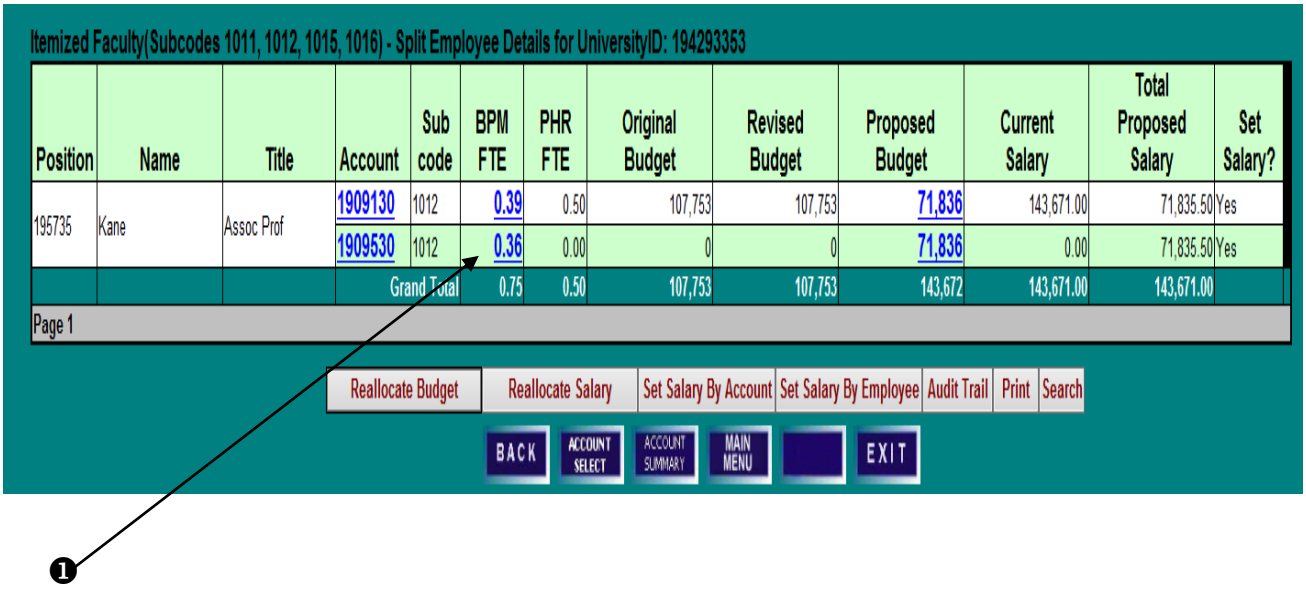
REALLOCATE BUDGET DETAILS SCREEN

1) Make changes to "**BPM FTE**," "**Proposed Budget**," and/or "**Percent Budget**" as needed; ensure that all variances equal zero on the bottom row, and click "**Save**."



SPLIT EMPLOYEES DETAILS SCREEN

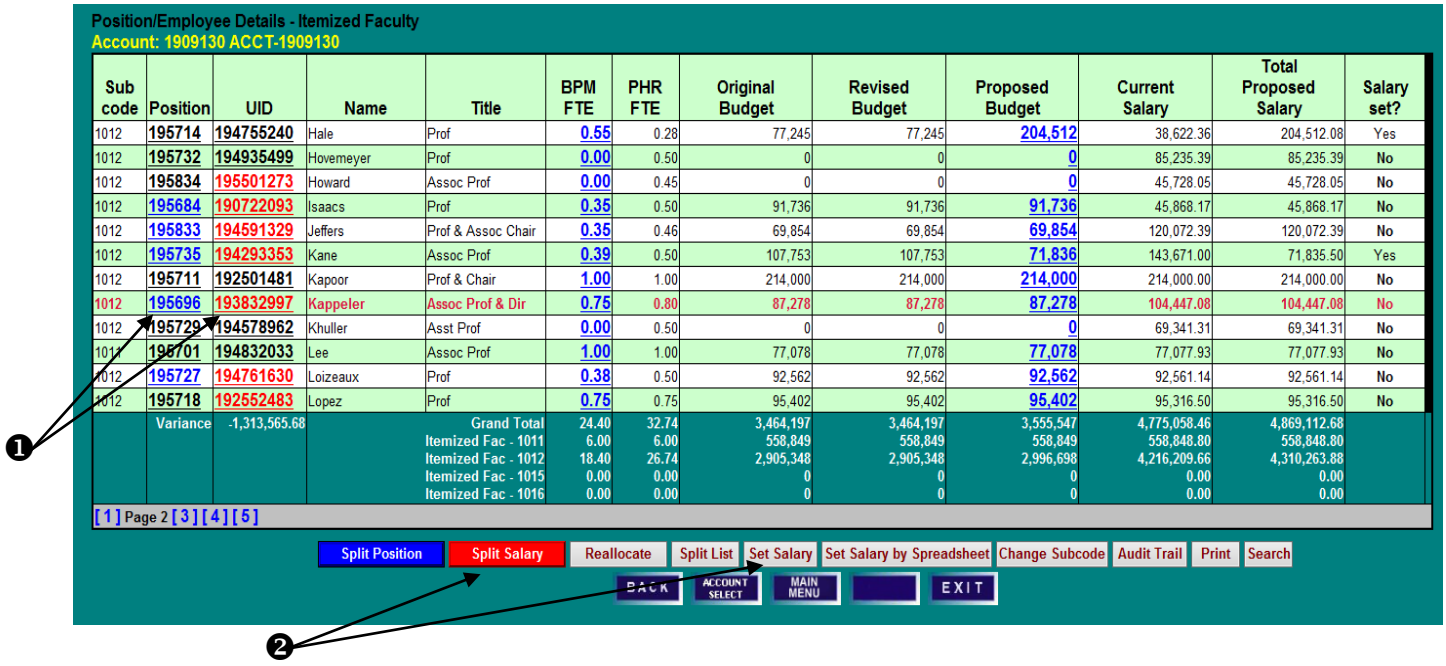
1) Review reallocated "**BPM FTE"** and "**Proposed Budget"** figures for accuracy.



SET SALARY & POSITION BUDGET
SET SALARY BY EMPLOYEE—MULTIPLE FUNDING SOURCES
REALLOCATE AND SET WITH BUDGETABLE ACCOUNTS

POSITION EMPLOYEE DETAIL SCREEN

1) Click on a "**Position**" or "**UID**" number to select an employee for salary setting. Note that UIDs in red indicates an employee's salary is split among multiple accounts. Positions in blue indicate a position budget is split among multiple accounts.
2) Click on "**Split Salary**" or "**Set Salary**" to access the **Split Employee Details** screen.



Position/Employee Details - Itemized Faculty
Account: 1909130 ACCT-1909130

Sub code	Position	UID	Name	Title	BPM FTE	PHR FTE	Original Budget	Revised Budget	Proposed Budget	Current Salary	Total Proposed Salary	Salary set?
1012	195714	194755240	Hale	Prof	0.55	0.28	77,245	77,245	204,512	38,622.36	204,512.08	Yes
1012	195732	194935499	Hovemeyer	Prof	0.00	0.50	0	0	0	85,235.39	85,235.39	No
1012	195834	195501273	Howard	Assoc Prof	0.00	0.45	0	0	0	45,728.05	45,728.05	No
1012	195684	190722093	Isaacs	Prof	0.35	0.50	91,736	91,736	91,736	45,868.17	45,868.17	No
1012	195833	194591329	Jeffers	Prof & Assoc Chair	0.35	0.46	69,854	69,854	69,854	120,072.39	120,072.39	No
1012	195735	194293353	Kane	Assoc Prof	0.39	0.50	107,753	107,753	71,836	143,671.00	71,835.50	Yes
1012	195711	192501481	Kapoor	Prof & Chair	1.00	1.00	214,000	214,000	214,000	214,000.00	214,000.00	No
1012	195696	193832997	Kappeler	Assoc Prof & Dir	0.75	0.80	87,278	87,278	87,278	104,447.08	104,447.08	No
1012	195729	194578962	Khuller	Asst Prof	0.00	0.50	0	0	0	69,341.31	69,341.31	No
1012	196701	194832033	Lee	Assoc Prof	1.00	1.00	77,078	77,078	77,078	77,077.93	77,077.93	No
1012	195727	194761630	Loizeaux	Prof	0.38	0.50	92,562	92,562	92,562	92,561.14	92,561.14	No
1012	195718	192552483	Lopez	Prof	0.75	0.75	95,402	95,402	95,402	95,316.50	95,316.50	No
	Variance	-1,313,565.68		Grand Total	24.40	32.74	3,464,197	3,464,197	3,555,547	4,775,058.46	4,869,112.68	
				Itemized Fac - 1011	6.00	6.00	558,849	558,849	558,849	558,848.80	558,848.80	
				Itemized Fac - 1012	18.40	26.74	2,905,348	2,905,348	2,996,698	4,216,209.66	4,310,263.88	
				Itemized Fac - 1015	0.00	0.00	0	0	0	0.00	0.00	
				Itemized Fac - 1016	0.00	0.00	0	0	0	0.00	0.00	

[1] Page 2 [3] [4] [5]

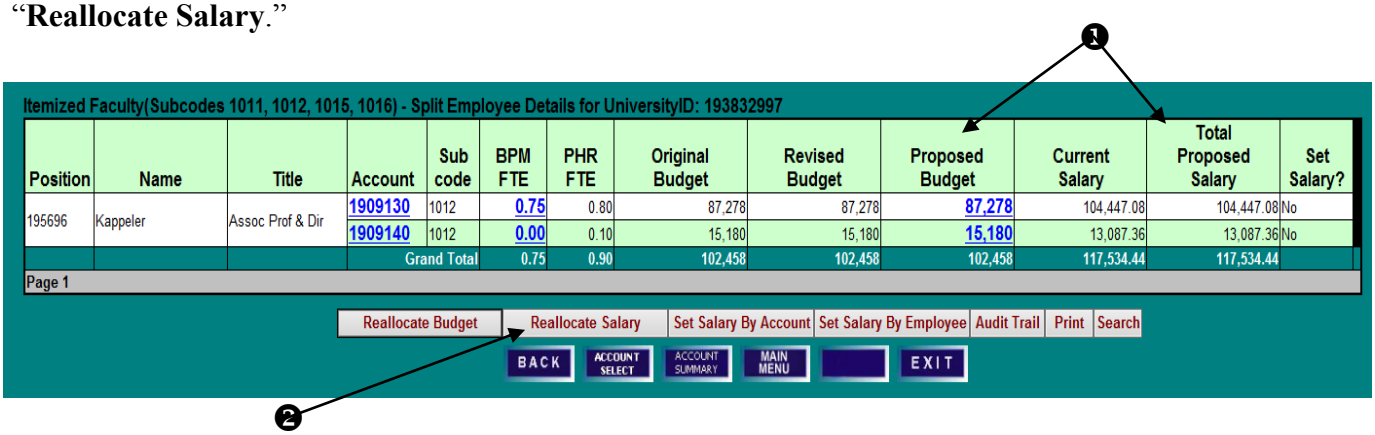
Split Position | Split Salary | Reallocate | Split List | Set Salary | Set Salary by Spreadsheet | Change Subcode | Audit Trail | Print | Search

BACK | ACCOUNT SELECT | MAIN MENU | EXIT

❶ ❷

SPLIT EMPLOYEE DETAILS SCREEN

1) Note the current "**Proposed Budget**" and "**Total Proposed Salary**" figures brought into BPM after the PHR freeze. A "**Proposed Budget**" that is blue indicates the account is budgetable.
2) Salaries for employees split among multiple funding sources may be set "**By Employee**" (if the salary has no increment above base) or "**By Account**." If an employee's salary and budget distribution will remain the same, click on "**Set Salary by Employee**" to access the employee-level salary setting screen. Salary changes will then be pro-rated among existing accounts in the same proportion as the account's adjusted current base salary. Budget will be pro-rated based on the proposed budget before the change. If the salary allocation among accounts will change, reallocate the base salary first by clicking on "**Reallocate Salary**."



Itemized Faculty(Subcodes 1011, 1012, 1015, 1016) - Split Employee Details for UniversityID: 193832997

Position	Name	Title	Account	Sub code	BPM FTE	PHR FTE	Original Budget	Revised Budget	Proposed Budget	Current Salary	Total Proposed Salary	Set Salary?
195696	Kappeler	Assoc Prof & Dir	1909130	1012	0.75	0.80	87,278	87,278	87,278	104,447.08	104,447.08	No
			1909140	1012	0.00	0.10	15,180	15,180	15,180	13,087.36	13,087.36	No
				Grand Total	0.75	0.90	102,458	102,458	102,458	117,534.44	117,534.44	

Page 1

Reallocate Budget | Reallocate Salary | Set Salary By Account | Set Salary By Employee | Audit Trail | Print | Search

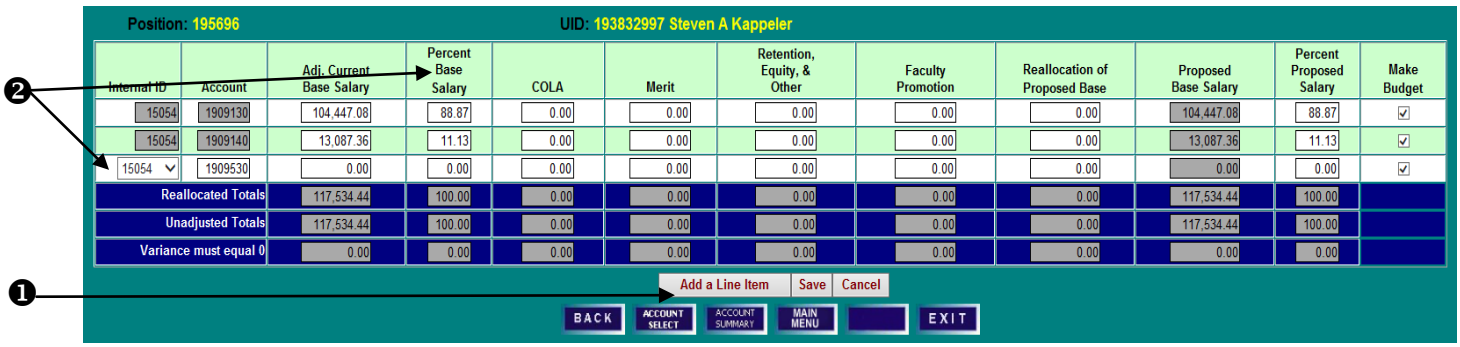
BACK | ACCOUNT SELECT | ACCOUNT SUMMARY | MAIN MENU | EXIT

❶ ❷

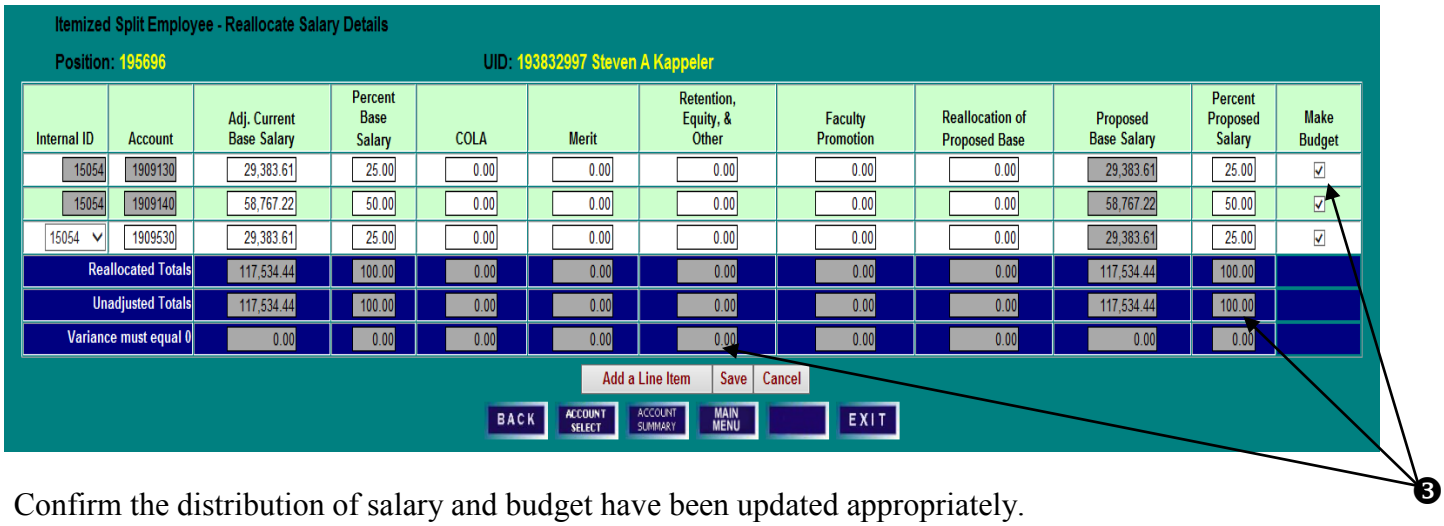
SET SALARY & POSITION BUDGET
SET SALARY BY EMPLOYEE—MULTIPLE FUNDING SOURCES
REALLOCATE AND SET WITH BUDGETABLE ACCOUNTS

REALLOCATE SALARY DETAILS SCREEN

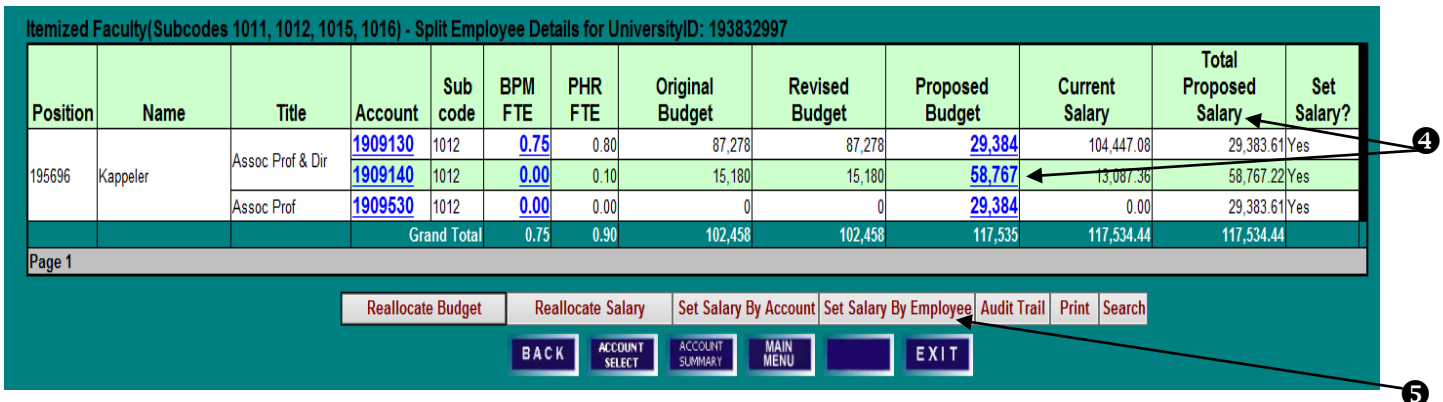
1) Click "**Add a Line Item**" if a new KFS Account is needed for salary reallocation.
2) Select an appropriate "**Internal ID**" from the drop-down list, enter the "**Account"** number, and reallocate "**Adjusted Current Base Salary**" dollars or percentages to reflect the new fiscal year distribution.


Position: 195696
UID: 193832997 Steven A Kappeler
Internal ID
Account
Adj. Current Base Salary
Percent Base Salary
COLA
Merit
Retention, Equity, & Other
Faculty Promotion
Reallocation of Proposed Base
Proposed Base Salary
Percent Proposed Salary
Make Budget
15054 1909130 104,447.08 88.87 0.00 0.00 0.00 0.00 0.00 104,447.08 88.87
15054 1909140 13,087.36 11.13 0.00 0.00 0.00 0.00 0.00 13,087.36 11.13
15054 1909530 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00
Reallocated Totals 117,534.44 100.00 0.00 0.00 0.00 0.00 0.00 117,534.44 100.00
Unadjusted Totals 117,534.44 100.00 0.00 0.00 0.00 0.00 0.00 117,534.44 100.00
Variance must equal 0 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00
Add a Line Item
Save
Cancel
BACK
ACCOUNT SELECT
ACCOUNT SUMMARY
MAIN MENU
EXIT
1
2

3) Review the bottom row to ensure that no variances remain and check the "**Make Budget"** if you would like budget to be distributed in the same proportion as the base salary. Click "**Save**" to return to the **Split Employee Details** screen to review the new salary and budget allocations.


Itemized Split Employee - Reallocate Salary Details
Position: 195696
UID: 193832997 Steven A Kappeler
Internal ID
Account
Adj. Current Base Salary
Percent Base Salary
COLA
Merit
Retention, Equity, & Other
Faculty Promotion
Reallocation of Proposed Base
Proposed Base Salary
Percent Proposed Salary
Make Budget
15054 1909130 29,383.61 25.00 0.00 0.00 0.00 0.00 0.00 29,383.61 25.00
15054 1909140 58,767.22 50.00 0.00 0.00 0.00 0.00 0.00 58,767.22 50.00
15054 1909530 29,383.61 25.00 0.00 0.00 0.00 0.00 0.00 29,383.61 25.00
Reallocated Totals 117,534.44 100.00 0.00 0.00 0.00 0.00 0.00 117,534.44 100.00
Unadjusted Totals 117,534.44 100.00 0.00 0.00 0.00 0.00 0.00 117,534.44 100.00
Variance must equal 0 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00
Add a Line Item
Save
Cancel
BACK
ACCOUNT SELECT
ACCOUNT SUMMARY
MAIN MENU
EXIT
3

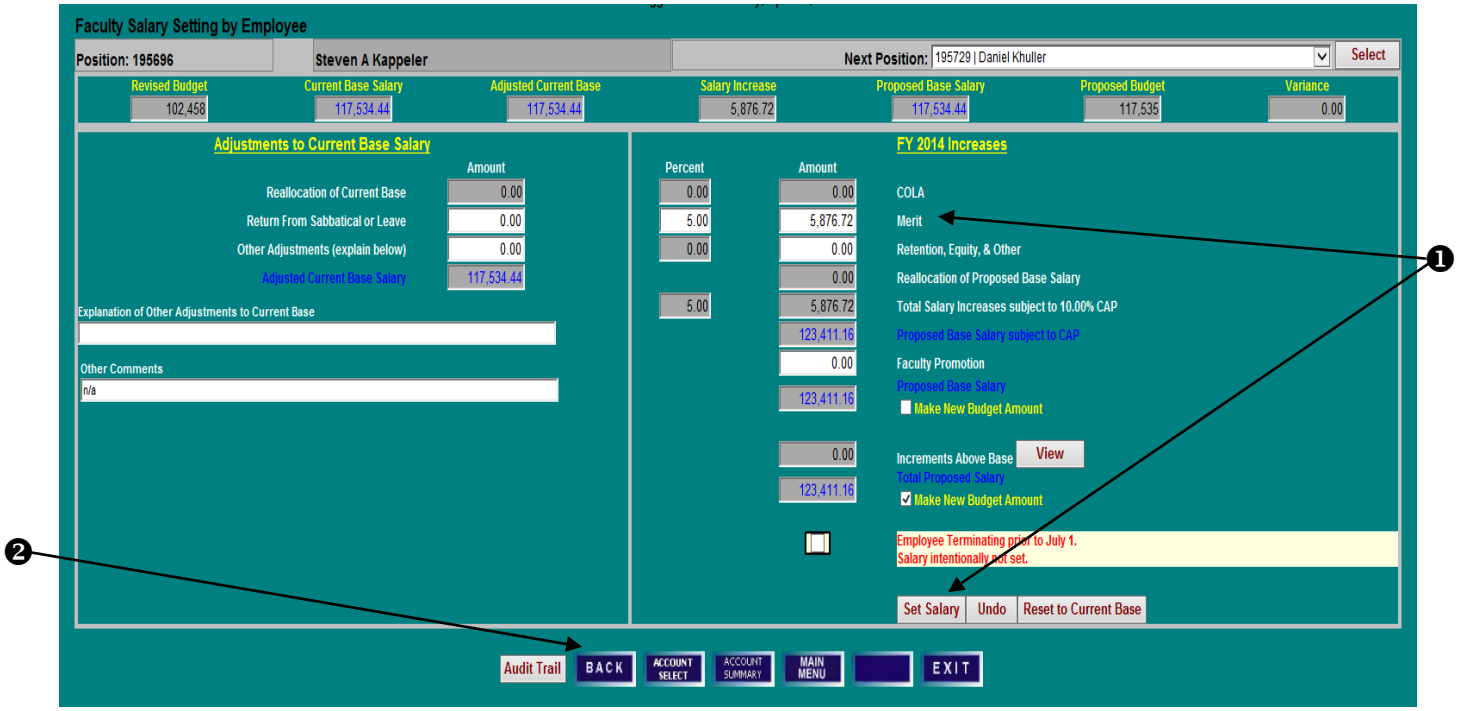
4) Confirm the distribution of salary and budget have been updated appropriately.
5) Click "**Set Salary By Employee**" to add any necessary salary increases that should pro-rate according to the new distribution.



SET SALARY & POSITION BUDGET
SET SALARY BY EMPLOYEE—MULTIPLE FUNDING SOURCES
REALLOCATE AND SET WITH BUDGETABLE ACCOUNTS

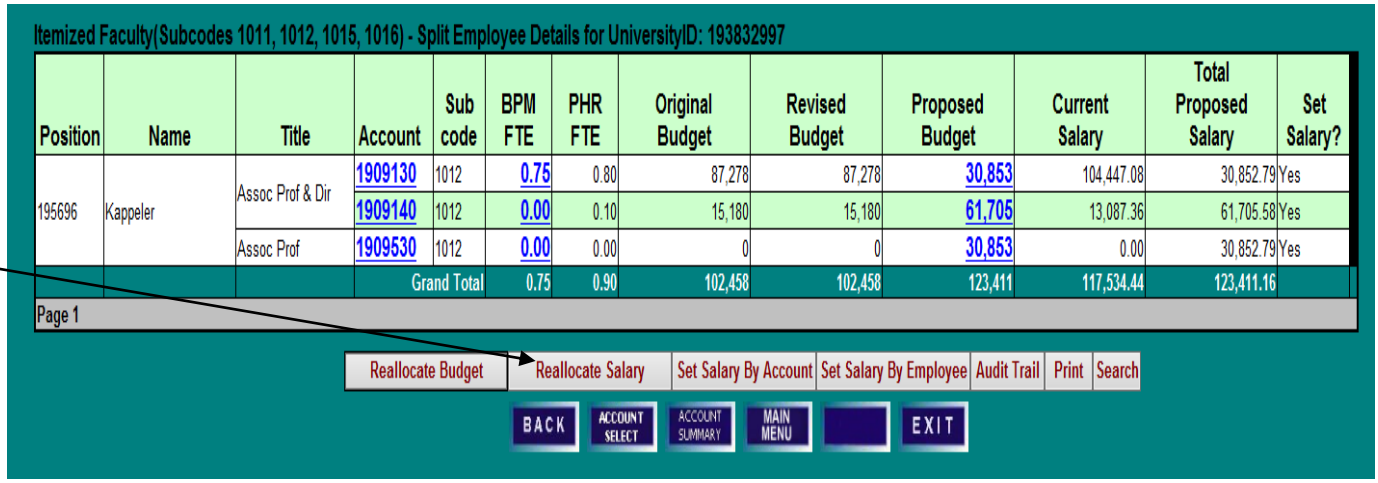
SALARY SETTING BY EMPLOYEE SCREEN

1) Enter any appropriate salary increases and click "**Set Salary**." The salary changes will be distributed pro-rata based on the adjusted current base salary allocation established on the **Reallocate Salary Details** screen. If all accounts are budgetable in BPM, the budget will also be distributed pro-rata based on the proposed budget prior to the change when the "**Make New Budget Amount**" box is checked. (If non-budgetable accounts are included in the allocation, the "**Make New Budget Amount**" box will not be accessible. See next example.)
2) Click "**Back**" to review salary and budget allocations after the salary increase has been set.



SPLIT EMPLOYEE DETAILS SCREEN

1) Click on "**Reallocate Salary**" to see further detail of the pro-rata distribution of the increase and Proposed Base Salary.



SET SALARY & POSITION BUDGET
SET SALARY BY EMPLOYEE—MULTIPLE FUNDING SOURCES
REALLOCATE AND SET WITH BUDGETABLE ACCOUNTS

REALLOCATE SALARY DETAILS SCREEN

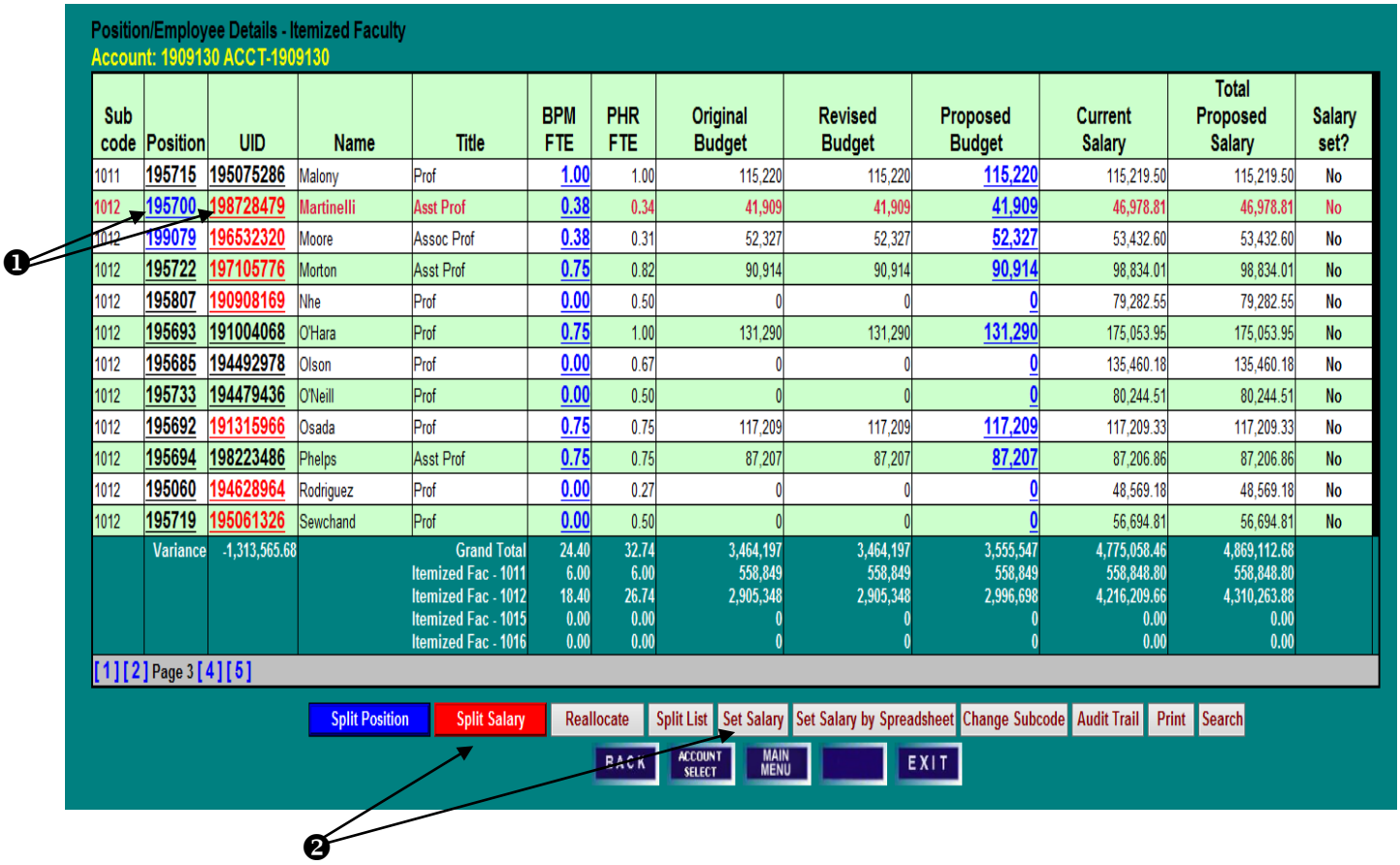
1) Note that the "**MERIT**" increase is split pro-rata among the accounts and that the percentage of proposed salary has remained the same as when reallocated at the beginning of the example.

Internal ID	Account	Adj. Current Base Salary	Percent Base Salary	COLA	Merit	Retention, Equity, & Other	Faculty Promotion	Reallocation of Proposed Base	Proposed Base Salary	Percent Proposed Salary	Make Budget
15054	1909130	29,383.61	25.00	0.00	1,469.18	0.00	0.00	0.00	30,852.79	25.00	☑
15054	1909140	58,767.22	50.00	0.00	2,938.36	0.00	0.00	0.00	61,705.58	50.00	☑
15054	1909530	29,383.61	25.00	0.00	1,469.18	0.00	0.00	0.00	30,852.79	25.00	☑
Reallocated Totals		117,534.44	100.00	0.00	5,876.72	0.00	0.00	0.00	123,411.16	100.00	
Unadjusted Totals		117,534.44	100.00	0.00	5,876.72	0.00	0.00	0.00	123,411.16	100.00	
Variance must equal 0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

SET SALARY & POSITION BUDGET
SET SALARY BY EMPLOYEE—MULTIPLE FUNDING SOURCES
SET WITH NON-BUDGETABLE ACCOUNTS

POSITION/EMPLOYEE DETAILS SCREEN

1) Click on a "**Position**" or "**UID**" number to select an employee for salary setting.
2) Click on "**Split Salary**" or **"Set Salary**" to access the **Split Employee Details** screen.

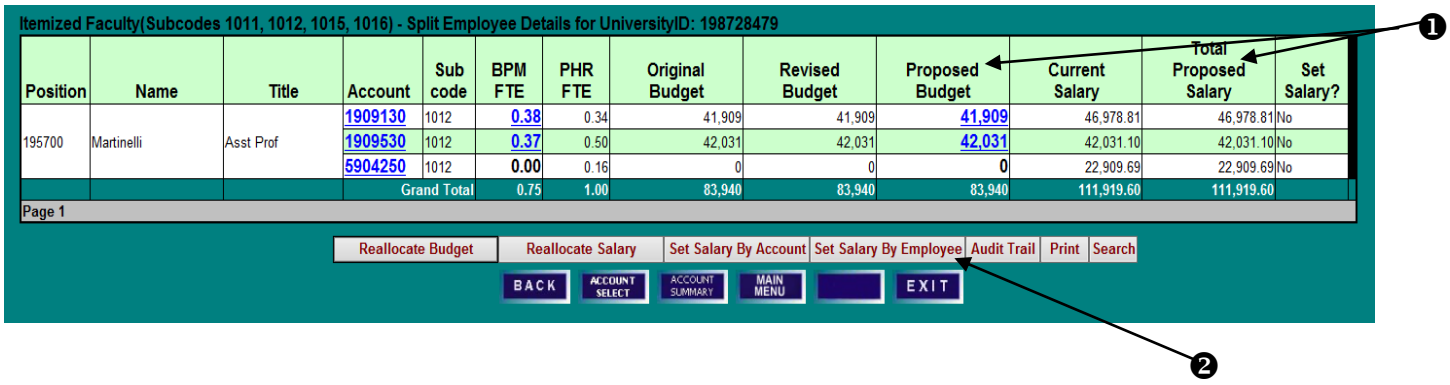


Sub code	Position	UID	Name	Title	BPM FTE	PHR FTE	Original Budget	Revised Budget	Proposed Budget	Current Salary	Total Proposed Salary	Salary set?
1011	195715	195075286	Malony	Prof	1.00	1.00	115,220	115,220	115,220	115,219.50	115,219.50	No
1012	195700	198728479	Martinelli	Asst Prof	0.38	0.34	41,909	41,909	41,909	46,978.81	46,978.81	No
1012	199079	196532320	Moore	Assoc Prof	0.38	0.31	52,327	52,327	52,327	53,432.60	53,432.60	No
1012	195722	197105776	Morton	Asst Prof	0.75	0.82	90,914	90,914	90,914	98,834.01	98,834.01	No
1012	195807	190908169	Nhe	Prof	0.00	0.50	0	0	0	79,282.55	79,282.55	No
1012	195693	191004068	O'Hara	Prof	0.75	1.00	131,290	131,290	131,290	175,053.95	175,053.95	No
1012	195685	194492978	Olson	Prof	0.00	0.67	0	0	0	135,460.18	135,460.18	No
1012	195733	194479436	O'Neill	Prof	0.00	0.50	0	0	0	80,244.51	80,244.51	No
1012	195692	191315966	Osada	Prof	0.75	0.75	117,209	117,209	117,209	117,209.33	117,209.33	No
1012	195694	198223486	Phelps	Asst Prof	0.75	0.75	87,207	87,207	87,207	87,206.86	87,206.86	No
1012	195060	194628964	Rodriguez	Prof	0.00	0.27	0	0	0	48,569.18	48,569.18	No
1012	195719	195061326	Sewchand	Prof	0.00	0.50	0	0	0	56,694.81	56,694.81	No
	Variance	-1,313,565.68		Grand Total	24.40	32.74	3,464,197	3,464,197	3,555,547	4,775,058.46	4,869,112.68	
				Itemized Fac - 1011	6.00	6.00	558,849	558,849	558,849	558,848.80	558,848.80	
				Itemized Fac - 1012	18.40	26.74	2,905,348	2,905,348	2,996,698	4,216,209.66	4,310,263.88	
				Itemized Fac - 1015	0.00	0.00	0	0	0	0.00	0.00	
				Itemized Fac - 1016	0.00	0.00	0	0	0	0.00	0.00	

[1] [2] Page 3 [4] [5]

SPLIT EMPLOYEE DETAILS SCREEN

1) Note the current "**Proposed Budget**" and "**Total Proposed Salary**" allocations brought into BPM after the PHR data freeze, and that the ledger 5 account is not budgetable in BPM as its "**Proposed Budget**" is black, not blue.
2) Salaries for employees split among multiple funding sources may be set "**By Employee"** (if the salary has no increment above base) or "**By Account**." If an employee's salary and budget distribution will remain the same, click on "**Set Salary By Employee**" to access the employee-level salary setting screen.



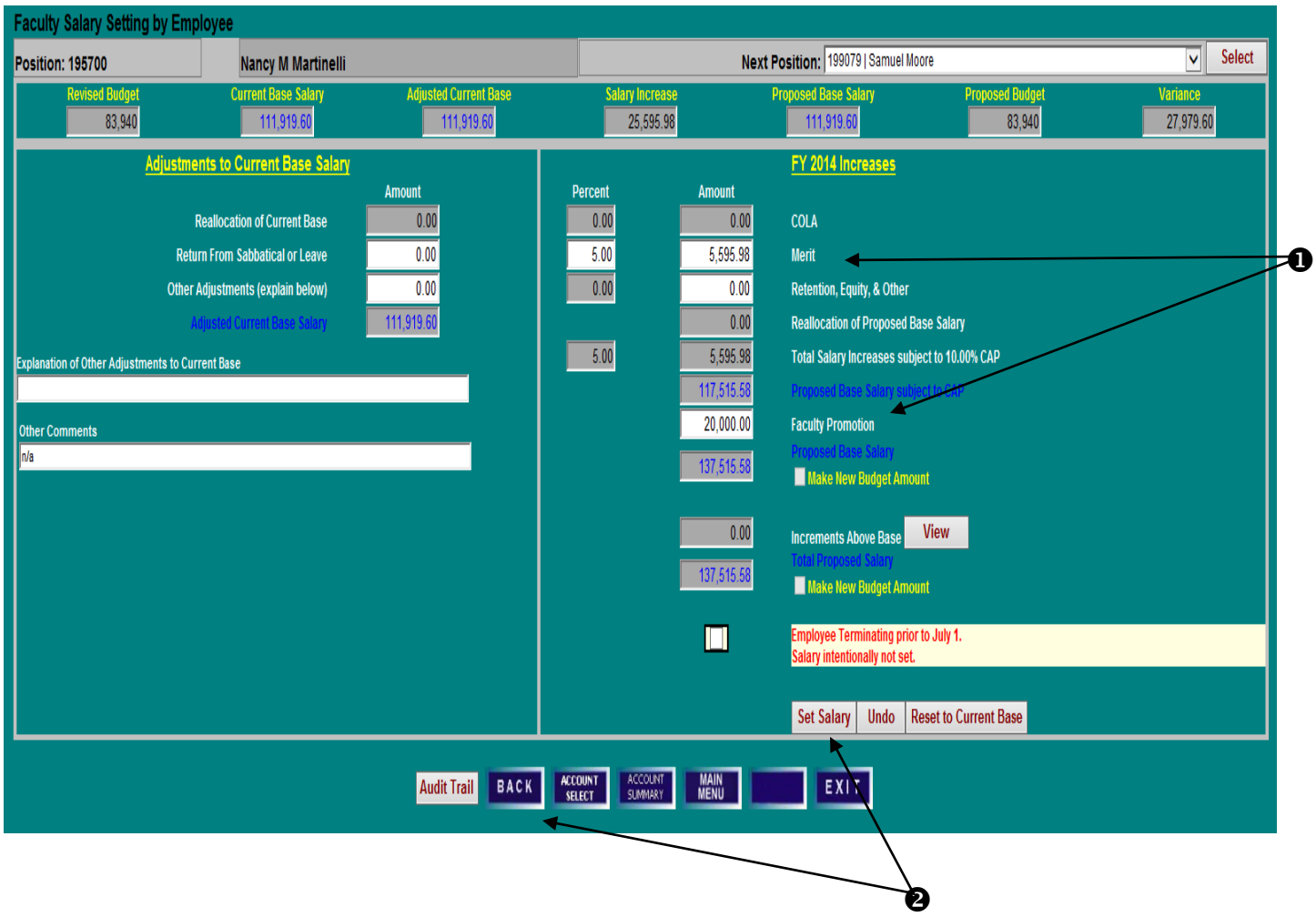
Position	Name	Title	Account	Sub code	BPM FTE	PHR FTE	Original Budget	Revised Budget	Proposed Budget	Current Salary	Total Proposed Salary	Set Salary?
195700	Martinelli	Asst Prof	1909130	1012	0.38	0.34	41,909	41,909	41,909	46,978.81	46,978.81	No
			1909530	1012	0.37	0.50	42,031	42,031	42,031	42,031.10	42,031.10	No
			5904250	1012	0.00	0.16	0	0	0	22,909.69	22,909.69	No
				Grand Total	0.75	1.00	83,940	83,940	83,940	111,919.60	111,919.60	

Page 1

SET SALARY & POSITION BUDGET
SET SALARY BY EMPLOYEE—MULTIPLE FUNDING SOURCES
SET WITH NON-BUDGETABLE ACCOUNTS

SET SALARY BY EMPLOYEE SCREEN

1) Enter any appropriate salary increases, noting that salary changes will be distributed pro-rata based on the adjusted current base salary allocation. When an employee's salary distribution includes a non-budgetable account, the "**Make New Budget Amount**" boxes will not be accessible, and the budget must be manually updated via reallocation, setting salary by account, or direct budget adjustment.
2) Click "**Set Salary**" and then "**Back**" to review the salary allocation and to adjust budget as needed.



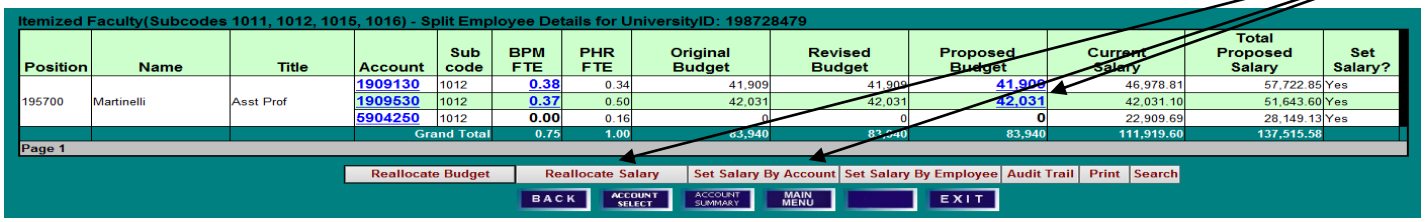
SET SALARY & POSITION BUDGET
SET SALARY BY EMPLOYEE—MULTIPLE FUNDING SOURCES
SET WITH NON-BUDGETABLE ACCOUNTS
ADJUSTMENT OF POSITION BUDGET AND BPM FTE

SPLIT EMPLOYEE DETAILS SCREEN
ADUSTMENT OF POSITION BUDGET

When a position is funded on budgetable and non-budgetable accounts, there are three ways to update the budget on the budgetable accounts based on the new salary we just set: A) Use the **Reallocate Salary Screen**, B) **Set Salary by Account**, or C) **Direct Budget Adjustment**.

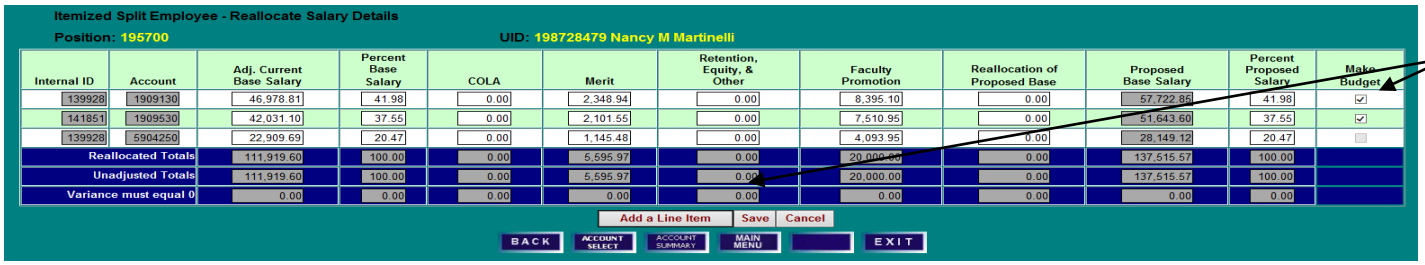
SPLIT EMPLOYEE DETAILS SCREEN

1) Click on A) "**Reallocate Salary,**" B) "**Set Salary By Account,**" C) or a blue "**Proposed Budget**" amount to open an edit box.



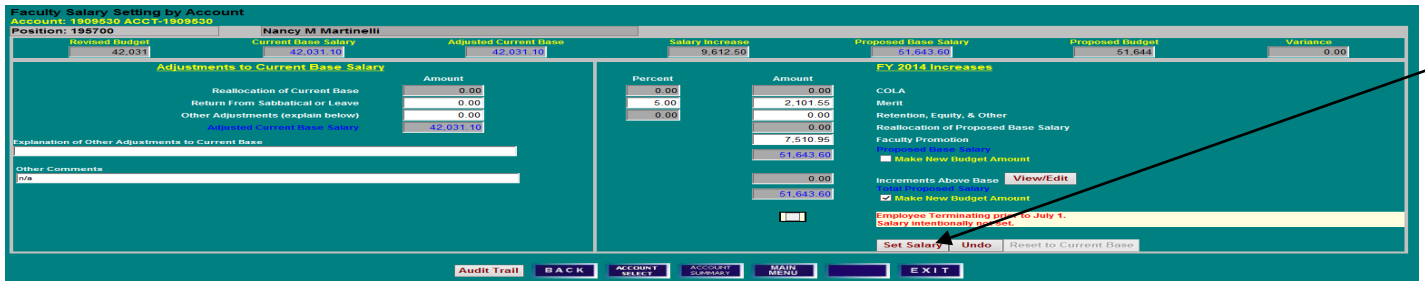
A) REALLOCATE SALARY SCREEN

2) Click on "**SAVE**" with the "**Make Budget**" check mark on each budgetable account.



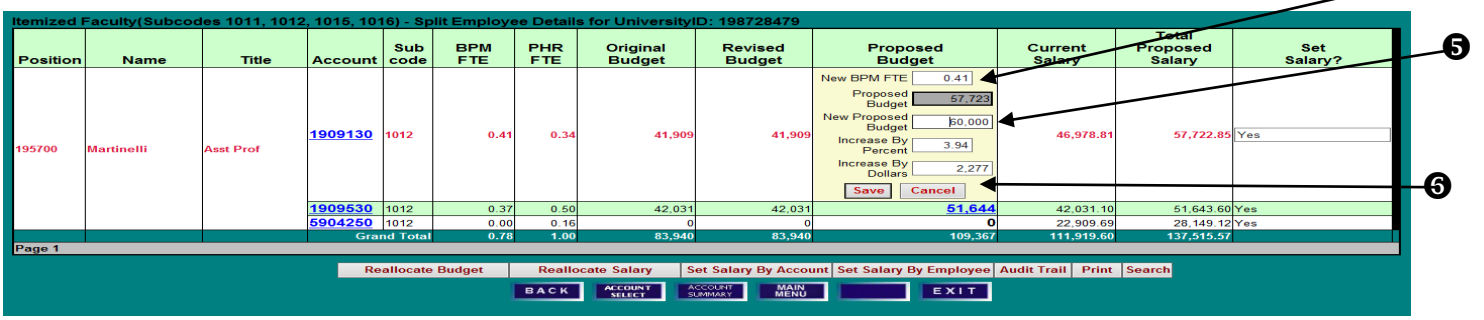
B) SET SALARY BY ACCOUNT SCREEN

3) Click on "**Set Salary**"



C) DIRECT BUDGET ADJUSTMENT- SPLIT EMPLOYEE DETAILS SCREEN

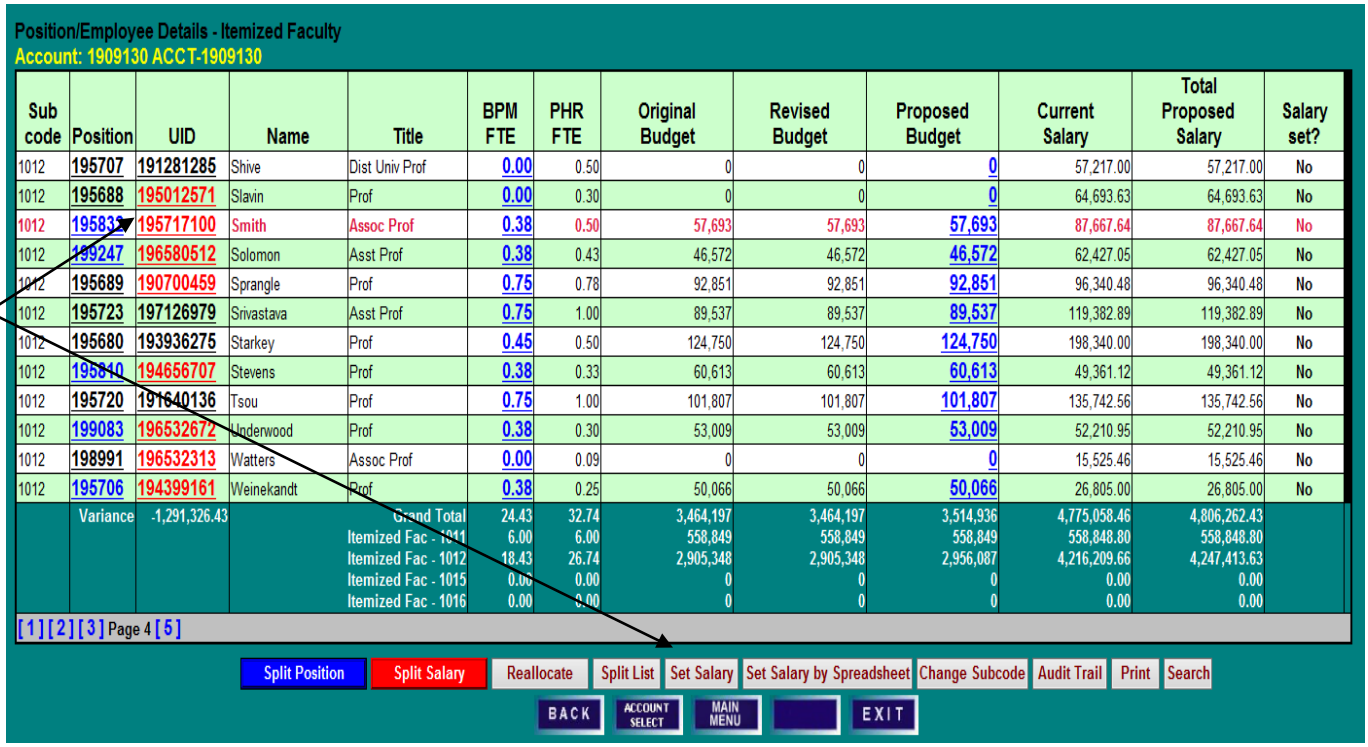
4) Enter "**New BPM FTE**," if applicable.
5) Enter "**New Proposed Budget**" amount, or change by percent or dollars.
6) Click "**Save**" to create the new budget figure, or "**Cancel**" to leave the budget amount unchanged and close the edit box.



SET SALARY & POSITION BUDGET
SET SALARY BY EMPLOYEE—MULTIPLE FUNDING SOURCES
SET WITH INCREMENTS ABOVE BASE

POSITION EMPLOYEE DETAILS SCREEN

1) Select an employee's "**UID**" and click "**Set Salary**."



Position/Employee Details - Itemized Faculty
Account: 1909130 ACCT-1909130

Sub code	Position	UID	Name	Title	BPM FTE	PHR FTE	Original Budget	Revised Budget	Proposed Budget	Current Salary	Total Proposed Salary	Salary set?
1012	195707	191281285	Shive	Dist Univ Prof	0.00	0.50	0	0	0	57,217.00	57,217.00	No
1012	195688	195012571	Slavin	Prof	0.00	0.30	0	0	0	64,693.63	64,693.63	No
1012	195832	195717100	Smith	Assoc Prof	0.38	0.50	57,693	57,693	57,693	87,667.64	87,667.64	No
1012	199247	196580512	Solomon	Asst Prof	0.38	0.43	46,572	46,572	46,572	62,427.05	62,427.05	No
1012	195689	190700459	Sprangle	Prof	0.75	0.78	92,851	92,851	92,851	96,340.48	96,340.48	No
1012	195723	197126979	Srivastava	Asst Prof	0.75	1.00	89,537	89,537	89,537	119,382.89	119,382.89	No
1012	195680	193936275	Starkey	Prof	0.45	0.50	124,750	124,750	124,750	198,340.00	198,340.00	No
1012	195840	194656707	Stevens	Prof	0.38	0.33	60,613	60,613	60,613	49,361.12	49,361.12	No
1012	195720	191640136	Tsou	Prof	0.75	1.00	101,807	101,807	101,807	135,742.56	135,742.56	No
1012	199083	196532672	Underwood	Prof	0.38	0.30	53,009	53,009	53,009	52,210.95	52,210.95	No
1012	198991	196532313	Watters	Assoc Prof	0.00	0.09	0	0	0	15,525.46	15,525.46	No
1012	195706	194399161	Weinekandt	Prof	0.38	0.25	50,066	50,066	50,066	26,805.00	26,805.00	No
	Variance	-1,291,326.43		Grand Total	24.43	32.74	3,464,197	3,464,197	3,514,936	4,775,058.46	4,806,262.43	
				Itemized Fac - 1011	6.00	6.00	558,849	558,849	558,849	558,848.80	558,848.80	
				Itemized Fac - 1012	18.43	26.74	2,905,348	2,905,348	2,956,087	4,216,209.66	4,247,413.63	
				Itemized Fac - 1015	0.00	0.00	0	0	0	0.00	0.00	
				Itemized Fac - 1016	0.00	0.00	0	0	0	0.00	0.00	

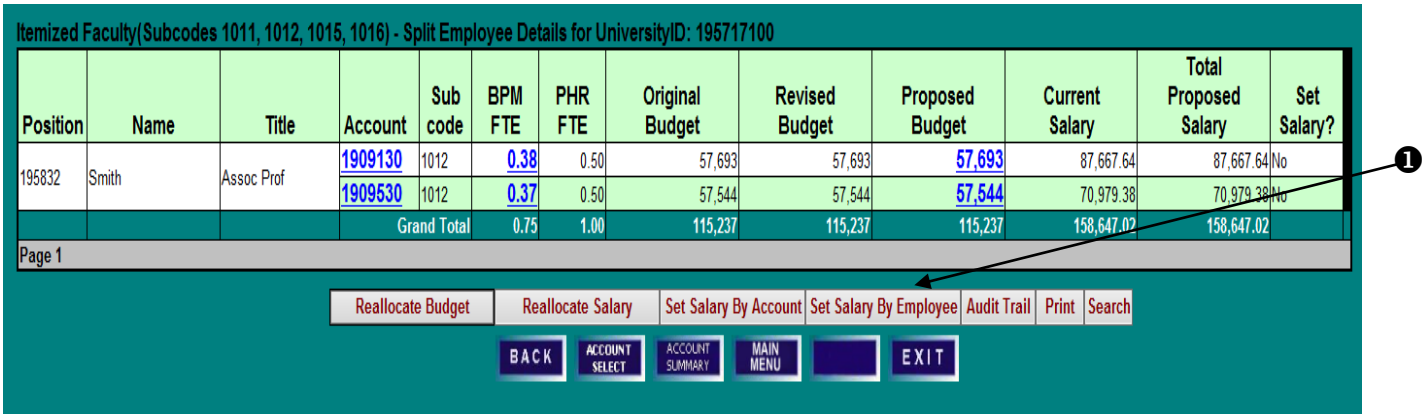
[1] [2] [3] Page 4 [5]

Split Position | Split Salary | Reallocate | Split List | Set Salary | Set Salary by Spreadsheet | Change Subcode | Audit Trail | Print | Search

BACK | ACCOUNT SELECT | MAIN MENU | EXIT

SPLIT EMPLOYEE DETAILS SCREEN

1) Increments must be set at the account level. Click on an account number to select it, and then "**Set Salary by Account**," or, to distribute the base salary increases pro-rata automatically between the accounts first, click on "**Set Salary by Employee**." After setting salary, return to "**Set Salary by Account**" to adjust the account on which the increment is budgeted.



Itemized Faculty(Subcodes 1011, 1012, 1015, 1016) - Split Employee Details for UniversityID: 195717100

Position	Name	Title	Account	Sub code	BPM FTE	PHR FTE	Original Budget	Revised Budget	Proposed Budget	Current Salary	Total Proposed Salary	Set Salary?
195832	Smith	Assoc Prof	1909130	1012	0.38	0.50	57,693	57,693	57,693	87,667.64	87,667.64	No
			1909530	1012	0.37	0.50	57,544	57,544	57,544	70,979.38	70,979.38	No
			Grand Total		0.75	1.00	115,237	115,237	115,237	158,647.02	158,647.02	

Page 1

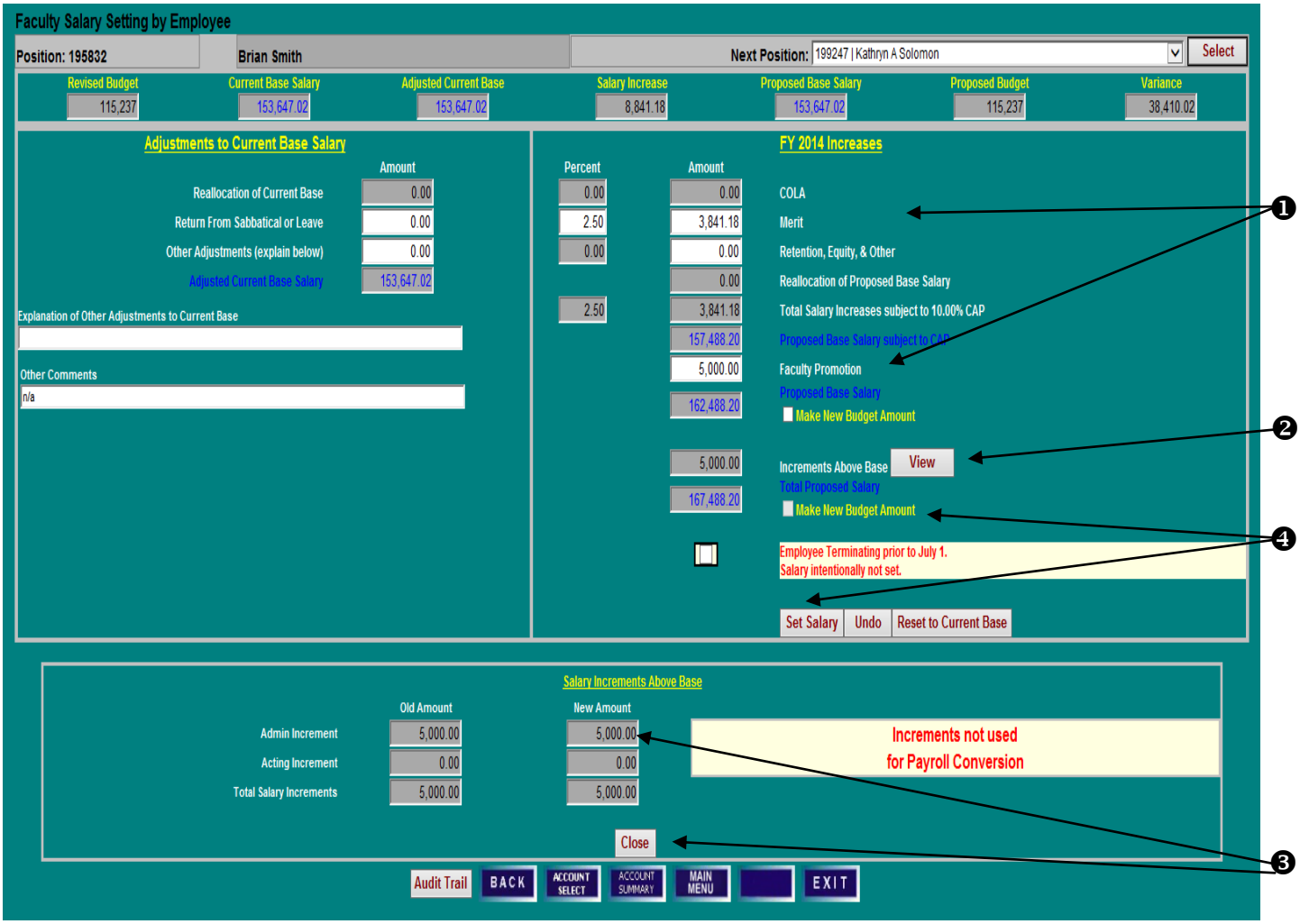
Reallocate Budget | Reallocate Salary | Set Salary By Account | Set Salary By Employee | Audit Trail | Print | Search

BACK | ACCOUNT SELECT | ACCOUNT SUMMARY | MAIN MENU | EXIT

SET SALARY & POSITION BUDGET
SET SALARY BY EMPLOYEE—MULTIPLE FUNDING SOURCES
SET WITH INCREMENTS ABOVE BASE

SALARY SETTING BY EMPLOYEE SCREEN

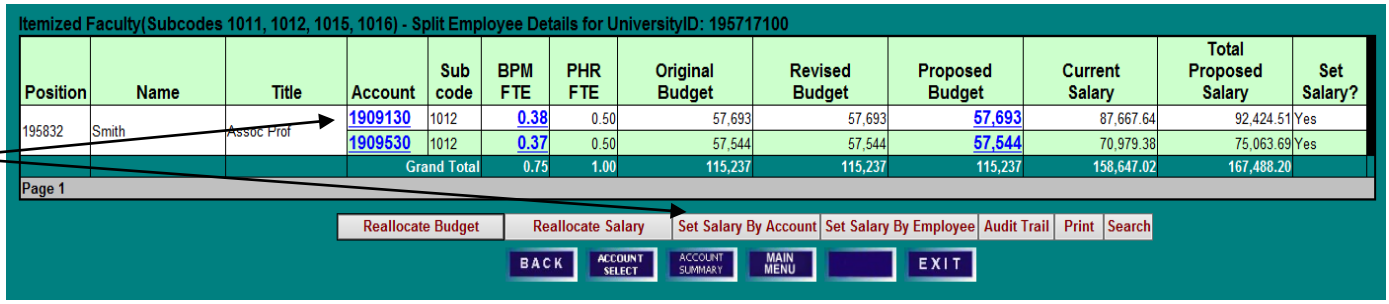
1) Enter any applicable salary increases. Changes to base salary will be distributed to each account pro-rata based on its respective share of the "**Adjusted Current Base Salary**".
2) Increments above base may be viewed at the employee-level but must be set at the account level. Click on "**View**" to open the "**Salary Increments Above Base**" edit box.
3) The "**New Amount**" field is blocked from edit. A mouse-over tool tip will remind users that "Increments must be set at the account level." Click "**Close**."
4) The "**Make New Budget Amount**" box next to "**Total Proposed Salary**" is unchecked and not accessible for split employees with salary increments. The "**Make New Budget Amount**" box next to "**Proposed Base Salary**" may be checked to make the budget equal to the proposed base salary. Click "**Set Salary**."



SET SALARY & POSITION BUDGET
SET SALARY BY EMPLOYEE—MULTIPLE FUNDING SOURCES
SET WITH INCREMENTS ABOVE BASE

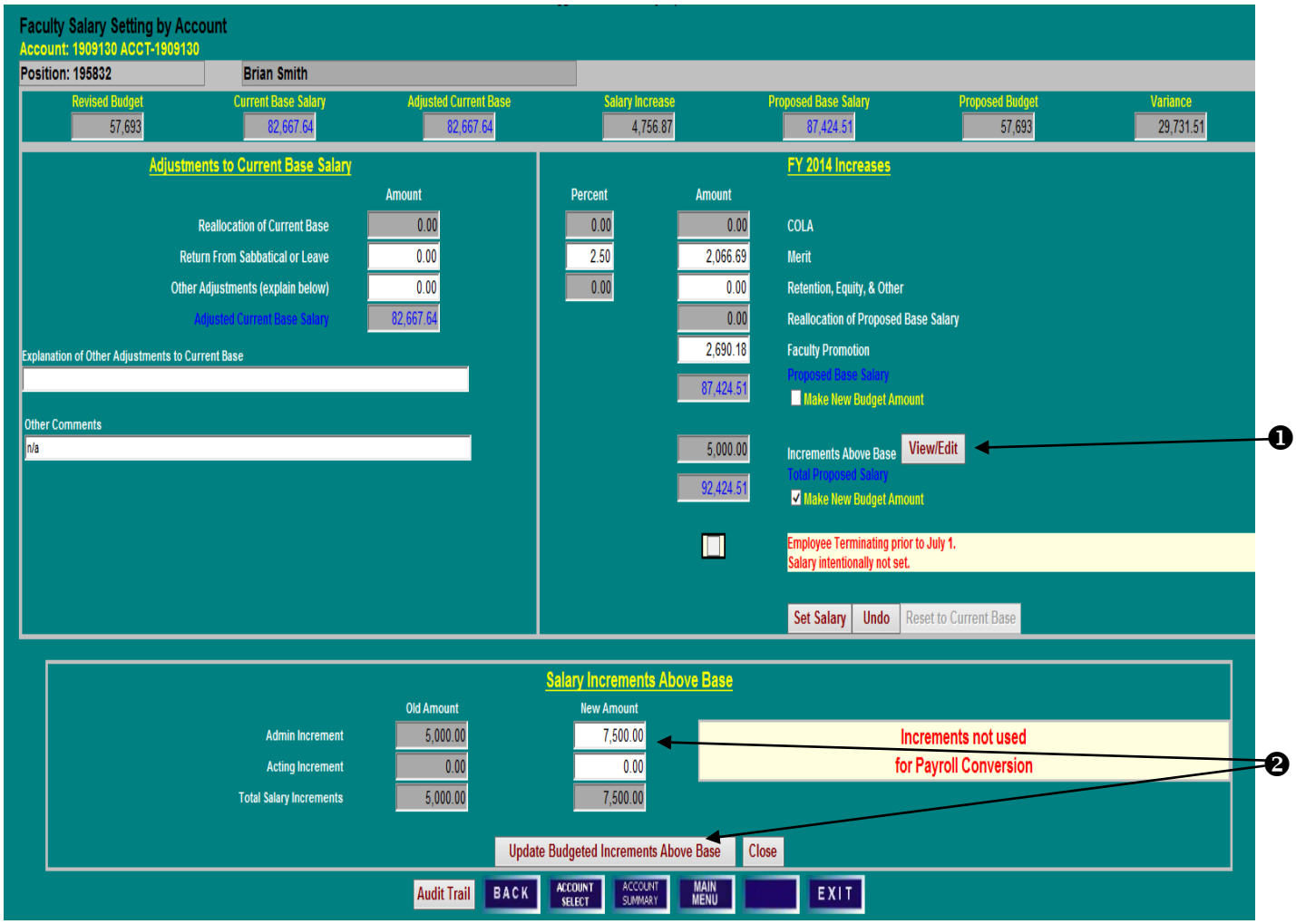
SPLIT EMPLOYEE DETAILS SCREEN

1) To adjust an increment above base, click on an account number, and then click "**Set Salary by Account**."



SALARY SETTING BY ACCOUNT SCREEN

1) Click on "**View/Edit**" to open the "**Salary Increments Above Base**" edit box.
2) Enter a "**New Amount**" and click "**Update Budgeted Increments Above Base**." Note that increments above base are not fed into PHR and are included in BPM for budgeting purposes only.



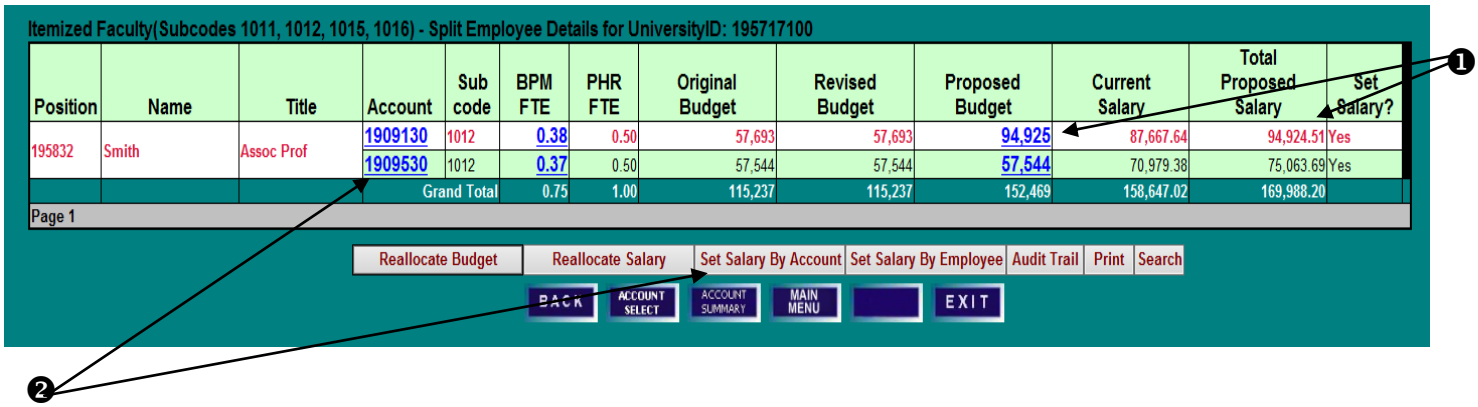
SET SALARY & POSITION BUDGET
SET SALARY BY EMPLOYEE—MULTIPLE FUNDING SOURCES
SET WITH INCREMENTS ABOVE BASE

SALARY SETTING BY ACCOUNT SCREEN

1) Note the change to the increment amount.
2) With the "**Make New Budget Amount**" checked, click on "**Set Salary**."

SPLIT EMPLOYEE DETAILS SCREEN

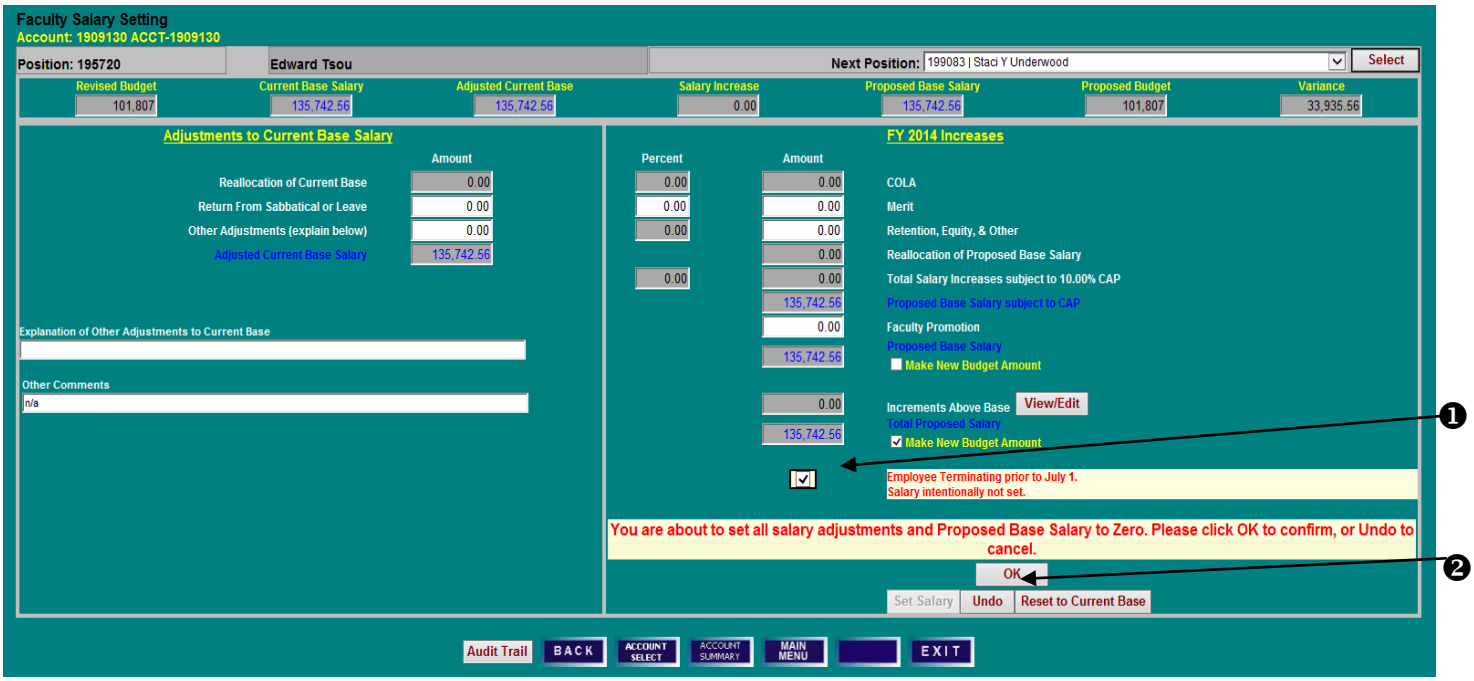
1) Note the **Proposed Budget** has been updated to equal **Total Proposed Salary** including the increment.
2) If necessary, click on the next account number and then "**Set Salary by Account**" to update that account's budget and increment.


Itemized Faculty(Subcodes 1011, 1012, 1015, 1016) - Split Employee Details for UniversityID: 195717100
Position | Name | Title | Account | Sub code | BPM FTE | PHR FTE | Original Budget | Revised Budget | Proposed Budget | Current Salary | Total Proposed Salary | Set Salary?
195832 | Smith | Assoc Prof | 1909130 | 1012 | 0.38 | 0.50 | 57,693 | 57,693 | 94,925 | 87,667.64 | 94,924.51 | Yes
1909530 | 1012 | 0.37 | 0.50 | 57,544 | 57,544 | 57,544 | 70,979.38 | 75,063.69 | Yes
Grand Total 0.75 1.00 115,237 115,237 152,469 158,647.02 169,988.20
Page 1
Reallocate Budget
Reallocate Salary
Set Salary By Account
Set Salary By Employee
Audit Trail
Print
Search
BACK
ACCOUNT SELECT
ACCOUNT SUMMARY
MAIN MENU
EXIT
1
2

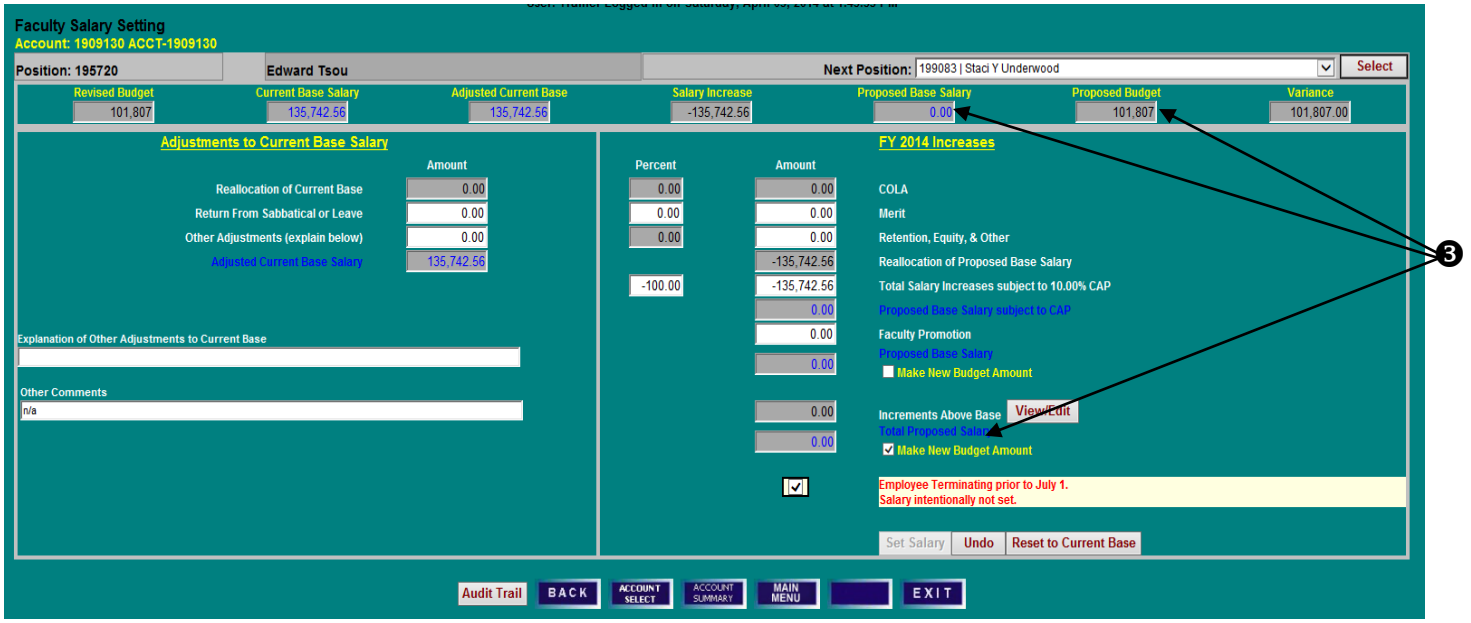
SET SALARY & POSITION BUDGET
EMPLOYEE TERMINATING PRIOR TO JULY 1

SALARY SETTING BY EMPLOYEE SCREEN

1) To zero out the salary of an employee who will be terminating before the new fiscal year, click "**Employee Terminating Prior to July 1**" on the **Salary Setting by Employee** screen.
   Note: Terminations are an employee-level function and are not available on the **Salary Setting by Account** screens. The termination must also be approved in PHR to be effective.
2) Click "**OK**" to confirm, or "**Undo**" to cancel.

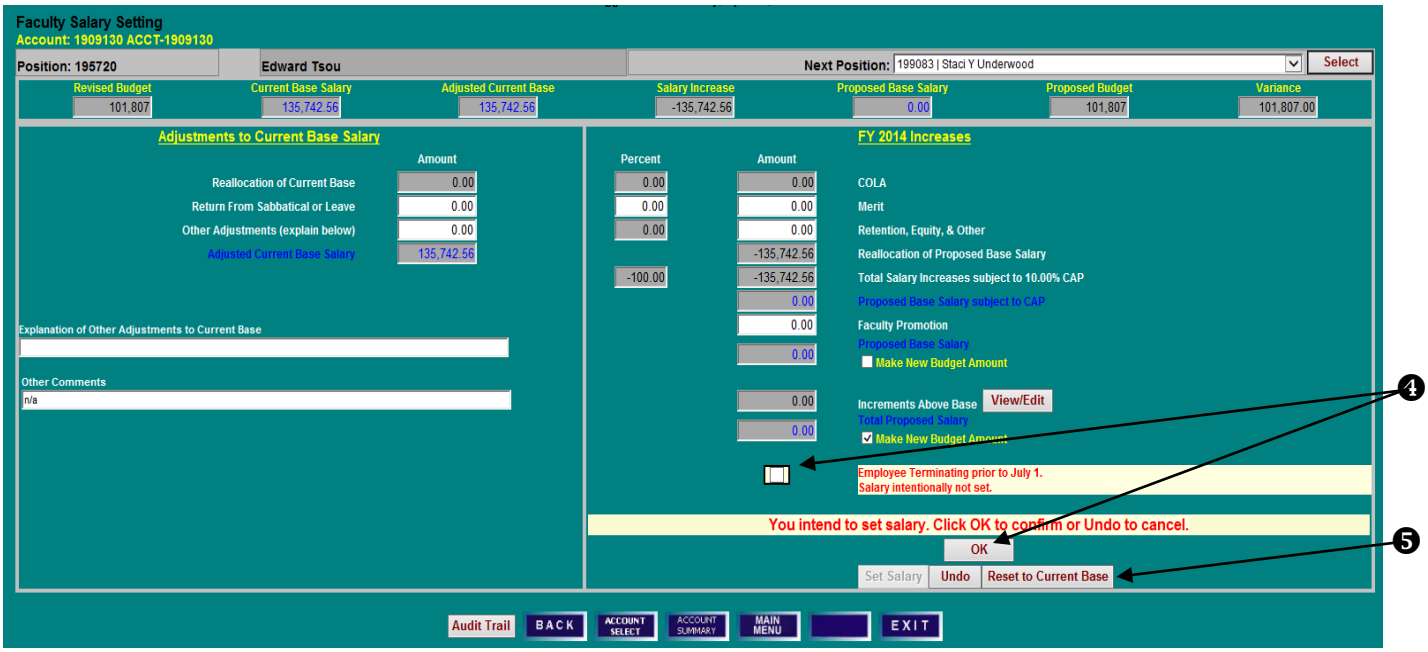


3) Note that the **Total Proposed Salary** and **Proposed Base Salary** are set to zero, but the **Proposed Budget** amount remains unchanged.

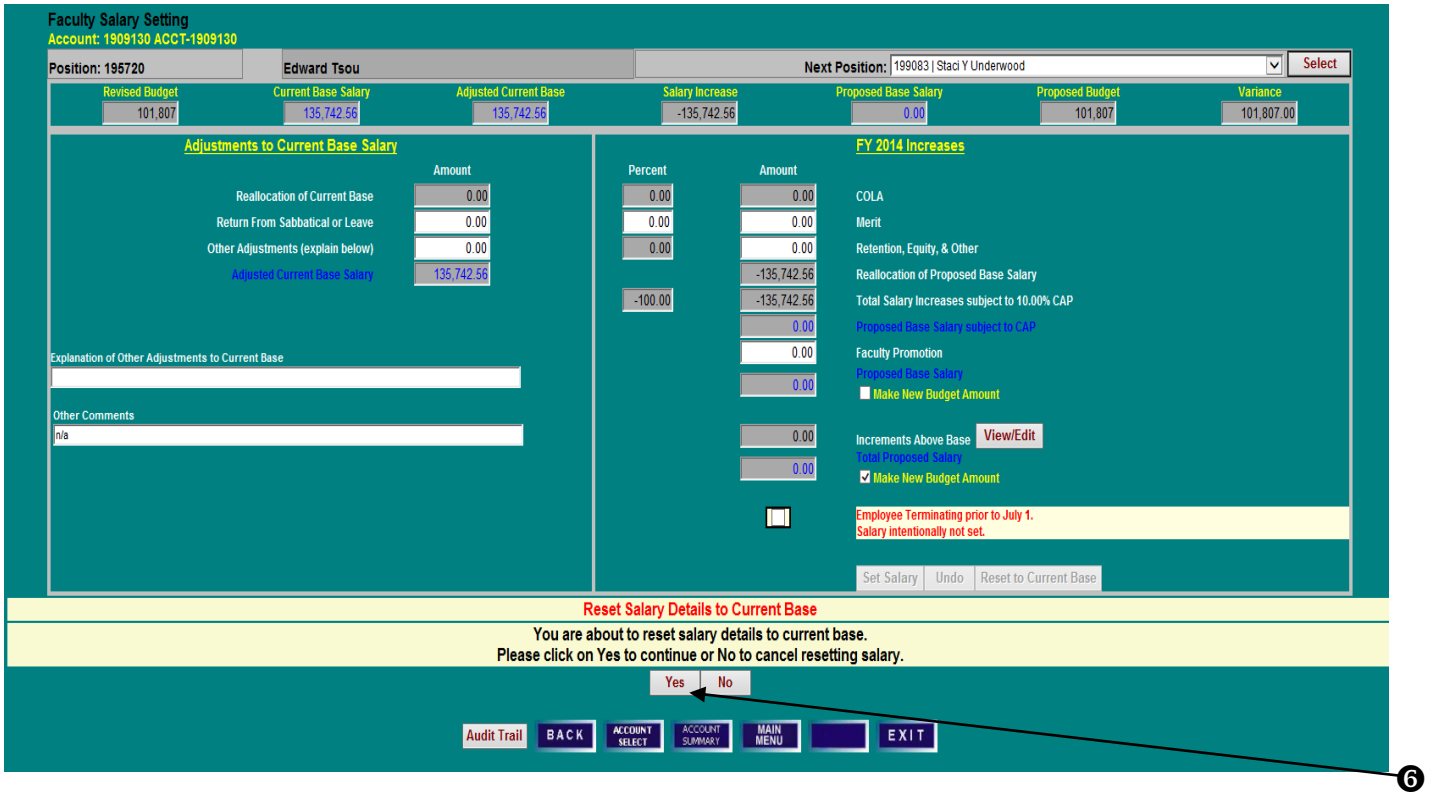


SET SALARY & POSITION BUDGET
EMPLOYEE TERMINATING PRIOR TO JULY 1
RESET TO CURRENT BASE

4) To remove the Termination Flag checkmark, click "**Employee Terminating Prior to July 1**" again. Click "**OK**" to confirm that you intend to set salary for the employee.
5) After removing the Termination flag, click "**Reset to Current Base**" to restore all values to the starting point of the working budget process.



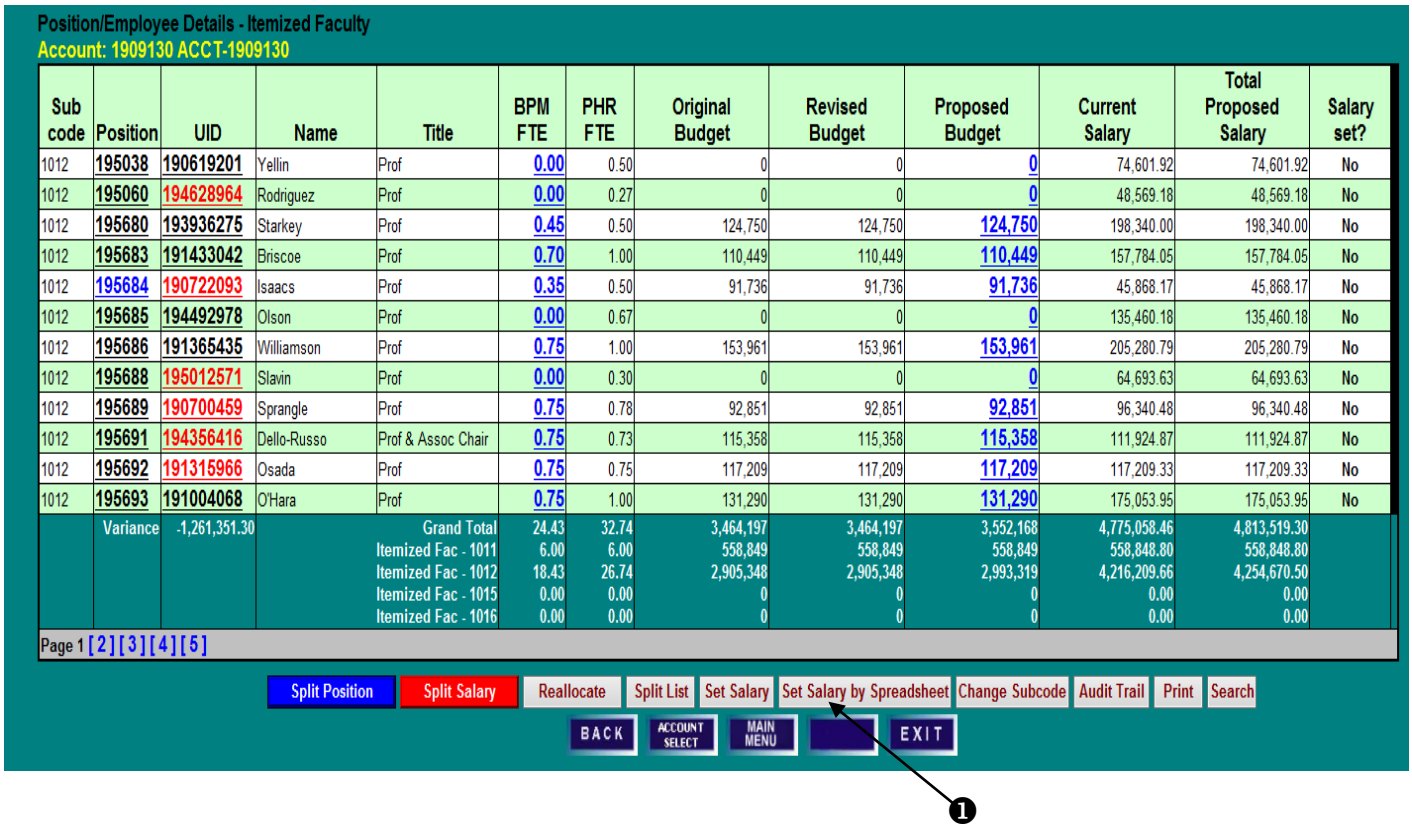
6) Click "**Yes**" to confirm the salary reset, and proceed with salary setting for the employee as usual.



SET SALARY & POSITION BUDGET
SET SALARY USING SALARY SPREADSHEET

POSITION EMPLOYEE DETAILS SCREEN

1) Salaries may be set utilizing a spreadsheet format. Click "**Set Salary by Spreadsheet**" from any **Position/ Employee Details** screen (Itemized Faculty, Exempt, or Non-Exempt).



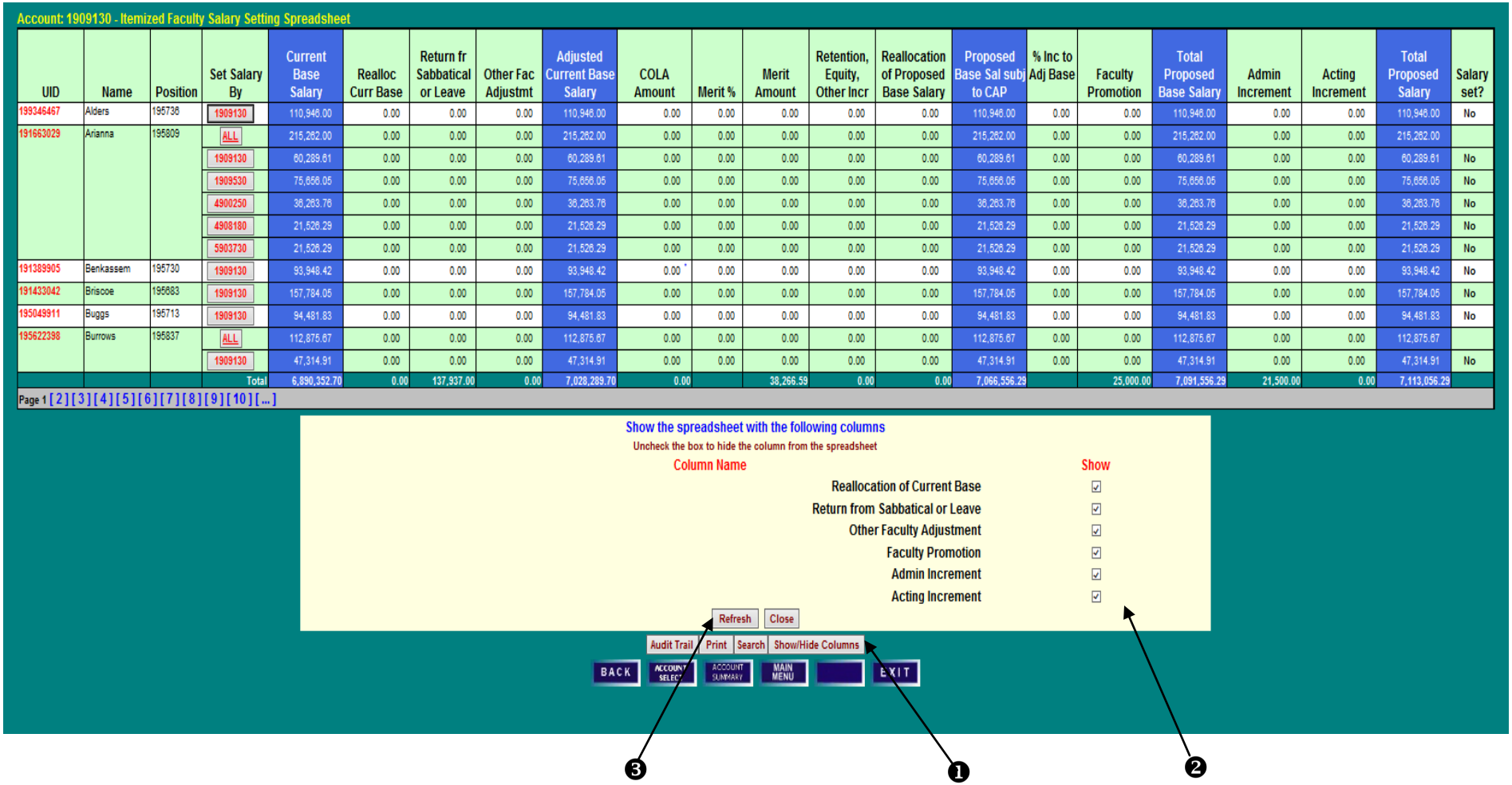
Sub code	Position	UID	Name	Title	BPM FTE	PHR FTE	Original Budget	Revised Budget	Proposed Budget	Current Salary	Total Proposed Salary	Salary set?
1012	195038	190619201	Yellin	Prof	0.00	0.50	0	0	0	74,601.92	74,601.92	No
1012	195060	194628964	Rodriguez	Prof	0.00	0.27	0	0	0	48,569.18	48,569.18	No
1012	195680	193936275	Starkey	Prof	0.45	0.50	124,750	124,750	124,750	198,340.00	198,340.00	No
1012	195683	191433042	Briscoe	Prof	0.70	1.00	110,449	110,449	110,449	157,784.05	157,784.05	No
1012	195684	190722093	Isaacs	Prof	0.35	0.50	91,736	91,736	91,736	45,868.17	45,868.17	No
1012	195685	194492978	Olson	Prof	0.00	0.67	0	0	0	135,460.18	135,460.18	No
1012	195686	191365435	Williamson	Prof	0.75	1.00	153,961	153,961	153,961	205,280.79	205,280.79	No
1012	195688	195012571	Slavin	Prof	0.00	0.30	0	0	0	64,693.63	64,693.63	No
1012	195689	190700459	Sprangle	Prof	0.75	0.78	92,851	92,851	92,851	96,340.48	96,340.48	No
1012	195691	194356416	Dello-Russo	Prof & Assoc Chair	0.75	0.73	115,358	115,358	115,358	111,924.87	111,924.87	No
1012	195692	191315966	Osada	Prof	0.75	0.75	117,209	117,209	117,209	117,209.33	117,209.33	No
1012	195693	191004068	O'Hara	Prof	0.75	1.00	131,290	131,290	131,290	175,053.95	175,053.95	No
	Variance	-1,261,351.30		Grand Total	24.43	32.74	3,464,197	3,464,197	3,552,168	4,775,058.46	4,813,519.30	
				Itemized Fac - 1011	6.00	6.00	558,849	558,849	558,849	558,848.80	558,848.80	
				Itemized Fac - 1012	18.43	26.74	2,905,348	2,905,348	2,993,319	4,216,209.66	4,254,670.50	
				Itemized Fac - 1015	0.00	0.00	0	0	0	0.00	0.00	
				Itemized Fac - 1016	0.00	0.00	0	0	0	0.00	0.00	

Page 1 [2] [3] [4] [5]

SET SALARY & POSITION BUDGET
SET SALARY USING SALARY SPREADSHEET

SET SALARY BY SPREADSHEET

1) Click "**Show/Hide Columns**" to open column selection box.
2) Click on a checkbox ("✓") in the **Show** column to remove columns from current view.
3) Click "**Refresh**."

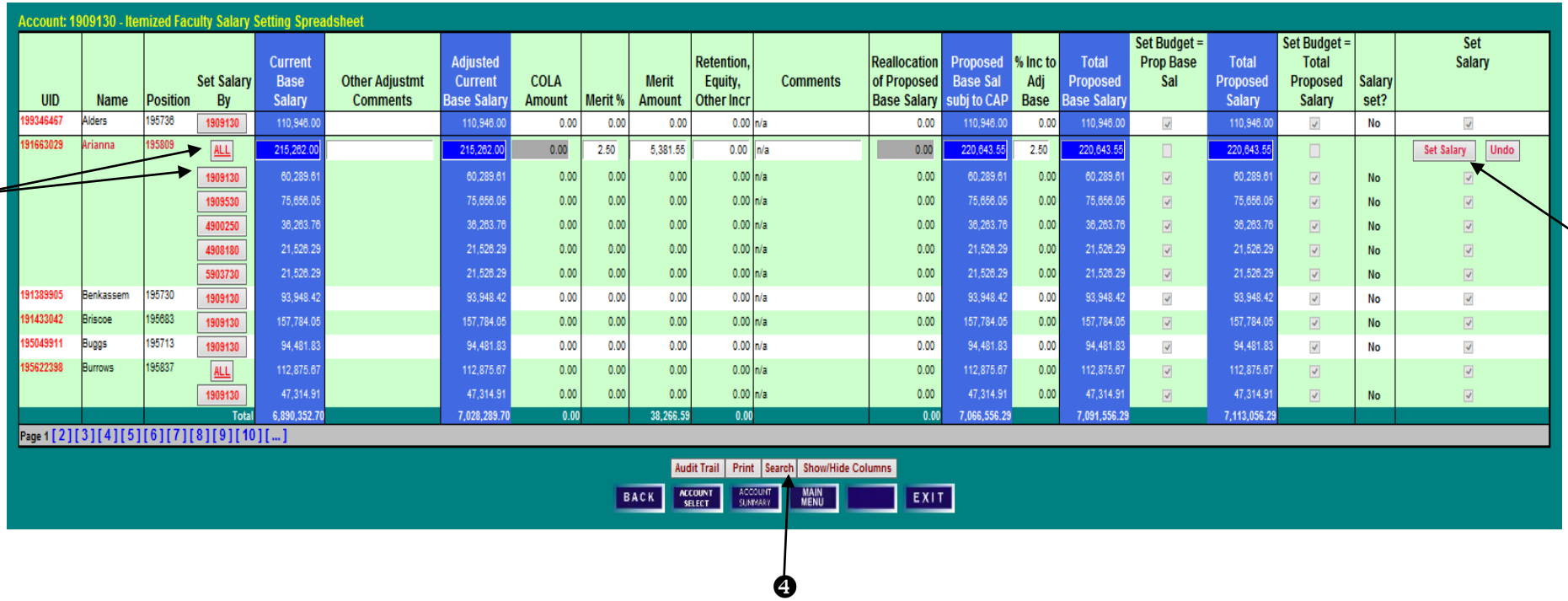


UID	Name	Position	Set Salary By	Current Base Salary	Realloc Curr Base	Return fr Sabbatical or Leave	Other Fac Adjustmt	Adjusted Current Base Salary	COLA Amount	Merit %	Merit Amount	Retention, Equity, Other Incr	Reallocation of Proposed Base Salary	Proposed Base Sal subj to CAP	% Inc to Adj Base	Faculty Promotion	Total Proposed Base Salary	Admin Increment	Acting Increment	Total Proposed Salary	Salary set?
199346467	Alders	195736	1909130	110,946.00	0.00	0.00	0.00	110,946.00	0.00	0.00	0.00	0.00	0.00	110,946.00	0.00	0.00	110,946.00	0.00	0.00	110,946.00	No
191663029	Arianna	195809	ALL	215,262.00	0.00	0.00	0.00	215,262.00	0.00	0.00	0.00	0.00	0.00	215,262.00	0.00	0.00	215,262.00	0.00	0.00	215,262.00	
			1909130	60,289.61	0.00	0.00	0.00	60,289.61	0.00	0.00	0.00	0.00	0.00	60,289.61	0.00	0.00	60,289.61	0.00	0.00	60,289.61	No
			1909530	75,656.05	0.00	0.00	0.00	75,656.05	0.00	0.00	0.00	0.00	0.00	75,656.05	0.00	0.00	75,656.05	0.00	0.00	75,656.05	No
			4900250	36,263.76	0.00	0.00	0.00	36,263.76	0.00	0.00	0.00	0.00	0.00	36,263.76	0.00	0.00	36,263.76	0.00	0.00	36,263.76	No
			4908180	21,526.29	0.00	0.00	0.00	21,526.29	0.00	0.00	0.00	0.00	0.00	21,526.29	0.00	0.00	21,526.29	0.00	0.00	21,526.29	No
			5903730	21,526.29	0.00	0.00	0.00	21,526.29	0.00	0.00	0.00	0.00	0.00	21,526.29	0.00	0.00	21,526.29	0.00	0.00	21,526.29	No
191389905	Benkassem	195730	1909130	93,948.42	0.00	0.00	0.00	93,948.42	0.00	0.00	0.00	0.00	0.00	93,948.42	0.00	0.00	93,948.42	0.00	0.00	93,948.42	No
191433042	Briscoe	195683	1909130	157,784.05	0.00	0.00	0.00	157,784.05	0.00	0.00	0.00	0.00	0.00	157,784.05	0.00	0.00	157,784.05	0.00	0.00	157,784.05	No
195049911	Buggs	195713	1909130	94,481.83	0.00	0.00	0.00	94,481.83	0.00	0.00	0.00	0.00	0.00	94,481.83	0.00	0.00	94,481.83	0.00	0.00	94,481.83	No
195622398	Burrows	195837	ALL	112,875.67	0.00	0.00	0.00	112,875.67	0.00	0.00	0.00	0.00	0.00	112,875.67	0.00	0.00	112,875.67	0.00	0.00	112,875.67	
			1909130	47,314.91	0.00	0.00	0.00	47,314.91	0.00	0.00	0.00	0.00	0.00	47,314.91	0.00	0.00	47,314.91	0.00	0.00	47,314.91	No
			Total	6,890,352.70	0.00	137,937.00	0.00	7,028,289.70	0.00		38,266.59	0.00	0.00	7,066,556.29		25,000.00	7,091,556.29	21,500.00	0.00	7,113,056.29	

Page 1 [2] [3] [4] [5] [6] [7] [8] [9] [10] [...]

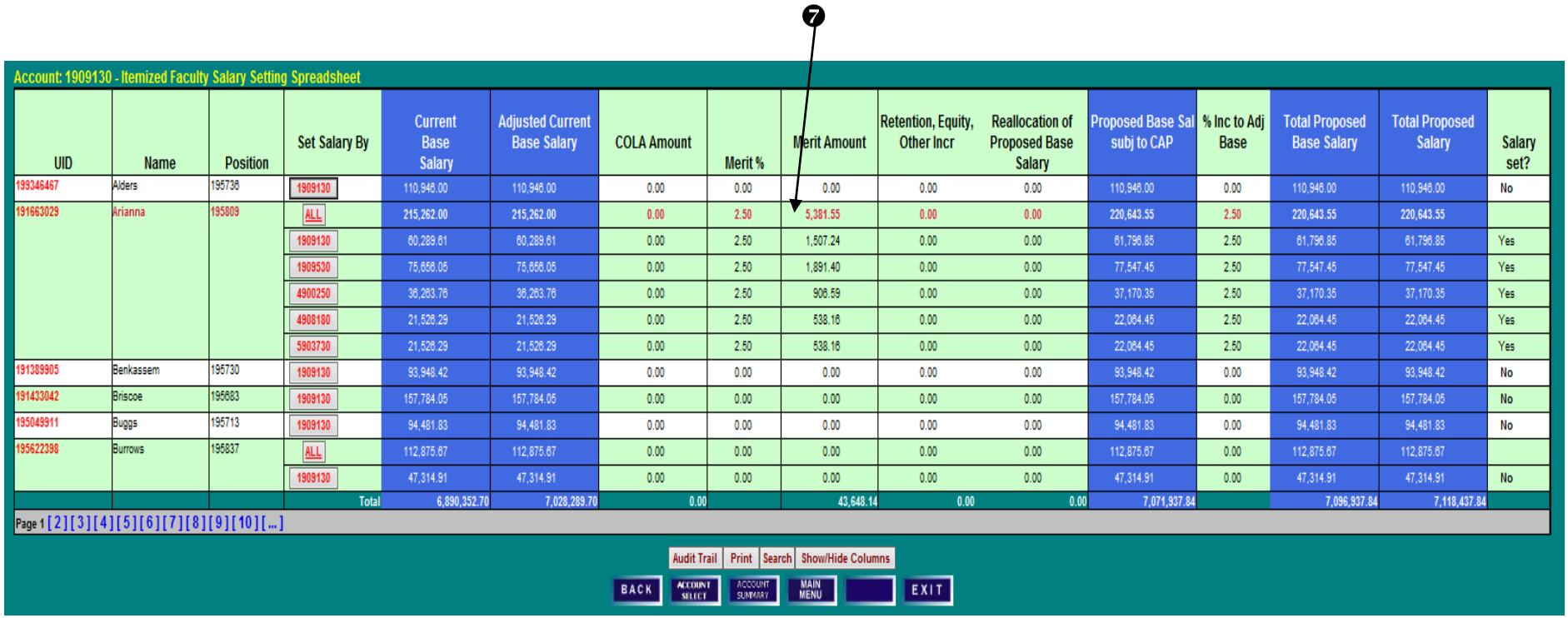
SET SALARY & POSITION BUDGET
SET SALARY USING SALARY SPREADSHEET

4) As on the **Position/Employee Details** screens, sort and search functions are available on the **Salary Setting Spreadsheet**. To find an employee by Last Name, click on "**Search**," enter the name and click "**Search**" again. Users may also sort the spreadsheet data by clicking on any column heading. Clicking on "**Search**" after selecting a column will allow searches by that column description.
5) Salary may be set at the employee level (all) or by account. Click on "**ALL**" or an account number in the "**Set Salary By**" column to open a row for editing.
6) Enter salary changes, noting the default checkbox that will **Set Budget equal to Total Proposed Salary** (deselect if necessary), and click on "**Set Salary**" at the end of the row.



SET SALARY & POSITION BUDGET
SET SALARY USING SALARY SPREADSHEET

7) After "**Set Salary**" is clicked, BPM distributes the increases pro-rata based on the account's adjusted current base salary.



Account: 1909130 - Itemized Faculty Salary Setting Spreadsheet

UID	Name	Position	Set Salary By	Current Base Salary	Adjusted Current Base Salary	COLA Amount	Merit %	Merit Amount	Retention, Equity, Other Incr	Reallocation of Proposed Base Salary	Proposed Base Sal subj to CAP	% Inc to Adj Base	Total Proposed Base Salary	Total Proposed Salary	Salary set?
199346467	Alders	195736	1909130	110,946.00	110,946.00	0.00	0.00	0.00	0.00	0.00	110,946.00	0.00	110,946.00	110,946.00	No
191663029	Arianna	195809	ALL	215,262.00	215,262.00	0.00	2.50	5,381.55	0.00	0.00	220,643.55	2.50	220,643.55	220,643.55	
			1909130	60,289.61	60,289.61	0.00	2.50	1,507.24	0.00	0.00	61,796.85	2.50	61,796.85	61,796.85	Yes
			1909530	75,656.05	75,656.05	0.00	2.50	1,891.40	0.00	0.00	77,547.45	2.50	77,547.45	77,547.45	Yes
			4900250	36,263.76	36,263.76	0.00	2.50	906.59	0.00	0.00	37,170.35	2.50	37,170.35	37,170.35	Yes
			4908180	21,526.29	21,526.29	0.00	2.50	538.16	0.00	0.00	22,064.45	2.50	22,064.45	22,064.45	Yes
			5903730	21,526.29	21,526.29	0.00	2.50	538.16	0.00	0.00	22,064.45	2.50	22,064.45	22,064.45	Yes
191389905	Benkassem	195730	1909130	93,948.42	93,948.42	0.00	0.00	0.00	0.00	0.00	93,948.42	0.00	93,948.42	93,948.42	No
191433042	Briscoe	195683	1909130	157,784.05	157,784.05	0.00	0.00	0.00	0.00	0.00	157,784.05	0.00	157,784.05	157,784.05	No
195049911	Buggs	195713	1909130	94,481.83	94,481.83	0.00	0.00	0.00	0.00	0.00	94,481.83	0.00	94,481.83	94,481.83	No
195622398	Burrows	195837	ALL	112,875.67	112,875.67	0.00	0.00	0.00	0.00	0.00	112,875.67	0.00	112,875.67	112,875.67	
			1909130	47,314.91	47,314.91	0.00	0.00	0.00	0.00	0.00	47,314.91	0.00	47,314.91	47,314.91	No
			Total	6,890,352.70	7,028,289.70	0.00		43,648.14	0.00	0.00	7,071,937.84		7,096,937.84	7,118,437.84	

Page 1 [2][3][4][5][6][7][8][9][10][...]

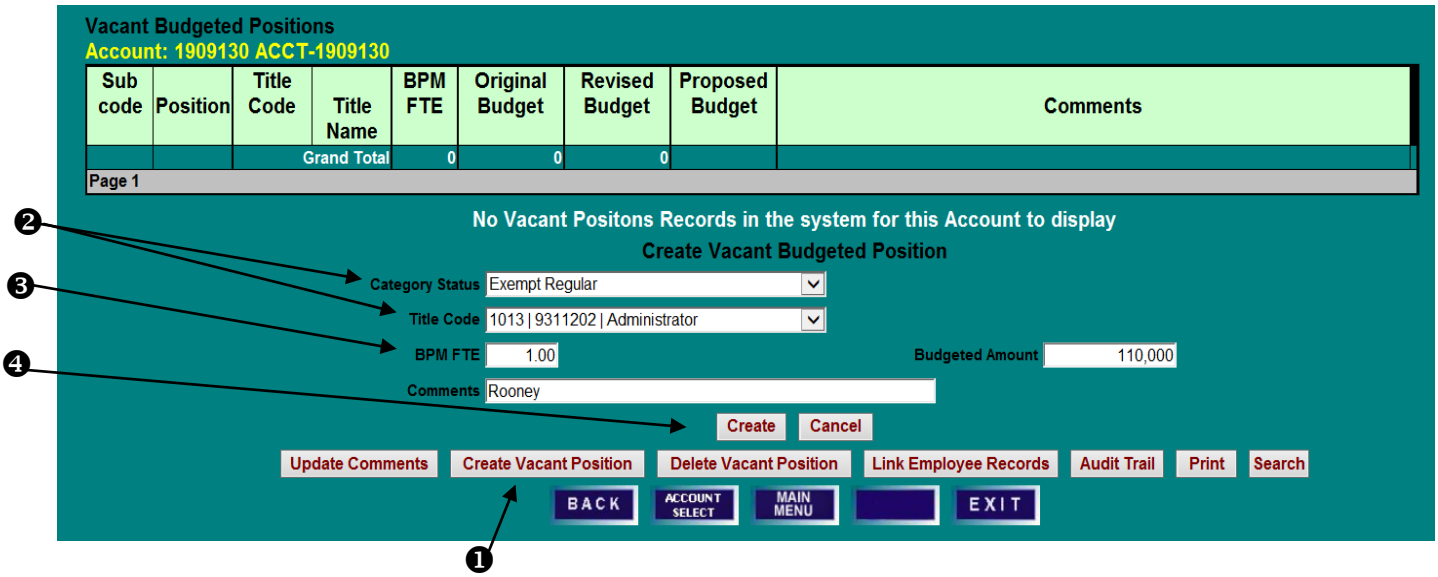
Audit Trail | Print | Search | Show/Hide Columns

BACK | ACCOUNT SELECT | ACCOUNT SUMMARY | MAIN MENU | EXIT

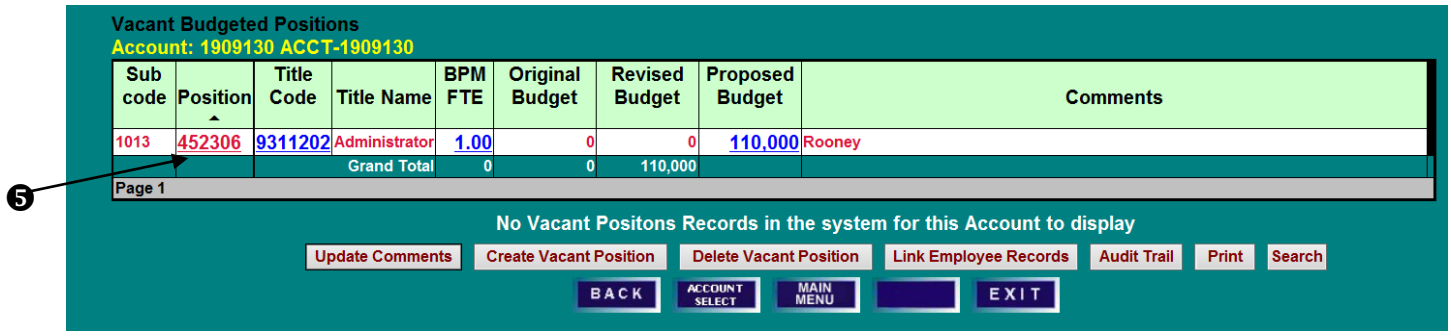
VACANT BUDGETED POSITIONS
CREATE/DELETE PENDING BUDGET POSITIONS

ACCOUNT BUDGET SUMMARY SCREEN
1) Click "**Vacant Positions**" to access a list of vacant budgeted positions.

VACANT BUDGETED POSITIONS SCREEN
1) Click on "**Create Vacant Position**."
2) Select appropriate "**Category Status**" and "**Title Code**" from the drop-down boxes.
3) Enter the "**BPM FTE**" and "**Budgeted Amount**."
   Note: Any BPM FTE or Amount entered here must be reduced elsewhere in your budget unless you have been given an allocation to increase your budget FTE or dollars.
4) Click "**Create**" to save the position and return to **Vacant Budgeted Positions** screen.



5) The Pending position has been assigned a temporary "4XXXXX number. Pending positions exist only in BPM and are intended to be a temporary place to budget until the permanent position is created in PHR.

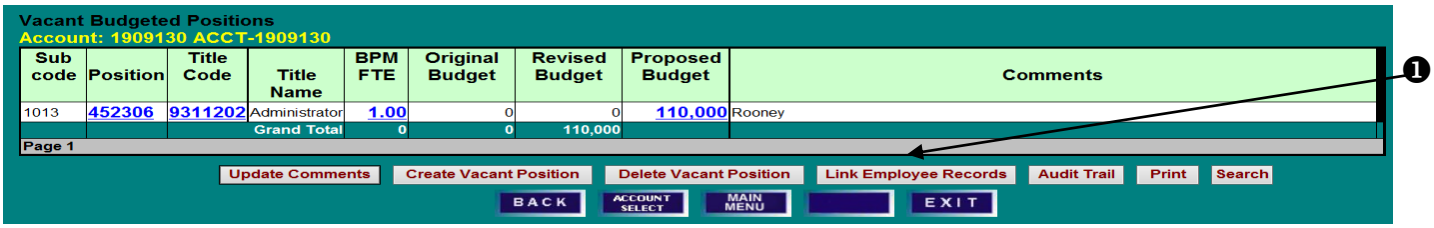


DELETE PENDING BUDGETED POSITION
1) Click on a pending "**Position**" number. Only pending positions assigned numbers beginning with "4" or "9" may be deleted as long as the position has **"BPM FTE," "Original Budget"** and "**Revised Budget"** all equal to zero.
2) Click "**Delete Vacant Position**." Click "**Delete**" to confirm the deletion or "**Cancel**" to leave the **Vacant Budgeted Positions** data unchanged.

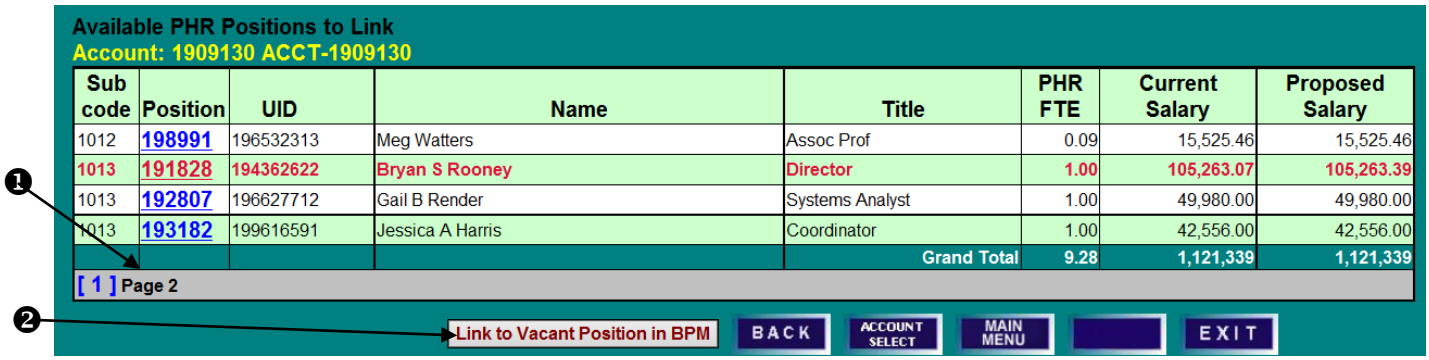
VACANT BUDGETED POSITION
LINK EMPLOYEE RECORD TO VACANT BUDGETED POSITION

ACCOUNT BUDGET SUMMARY SCREEN
1) Click "**Vacant Positions**" to access a list of vacant budgeted positions.

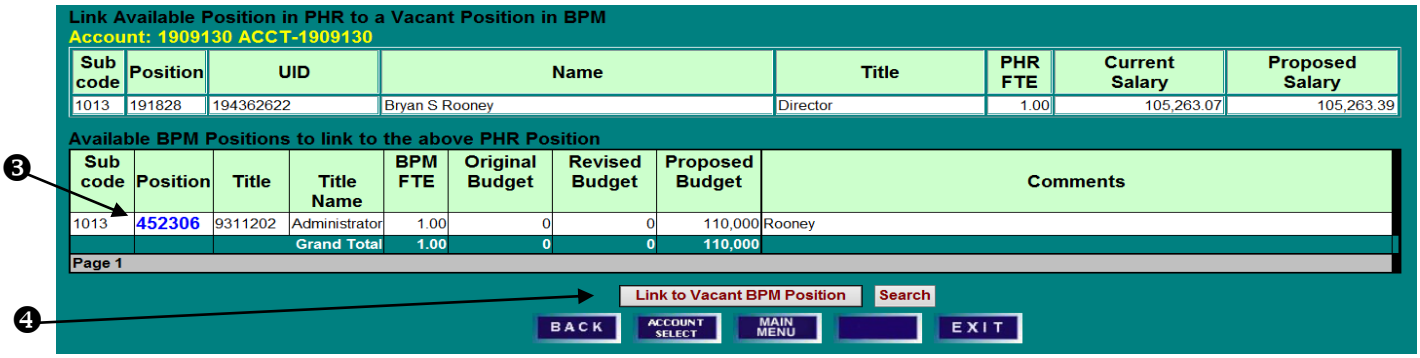
VACANT BUDGETED POSITIONS SCREEN
1) To view PHR employee records available to link to a vacant budgeted position, click on "**Link Employee Records**." Only employees with zero budget FTE and dollars are available to link.


Vacant Budgeted Positions
Account: 1909130 ACCT-1909130
Sub code | Position | Title Code | Title Name | BPM FTE | Original Budget | Revised Budget | Proposed Budget | Comments
1013 | 452306 | 9311202 | Administrator | 1.00 | 0 | 0 | 110,000 | Rooney
Grand Total | 0 | 0 | 110,000
Page 1
Update Comments
Create Vacant Position
Delete Vacant Position
Link Employee Records
Audit Trail
Print
Search
BACK
ACCOUNT SELECT
MAIN MENU
EXIT
1

AVAILABLE PHR POSITIONS TO LINK SCREEN
1) Select an employee record to link by clicking the "**Position**" number.
2) Click on "**Link to Vacant Position in BPM**."


Available PHR Positions to Link
Account: 1909130 ACCT-1909130
Sub code | Position | UID | Name | Title | PHR FTE | Current Salary | Proposed Salary
1012 | 198991 | 196532313 | Meg Watters | Assoc Prof | 0.09 | 15,525.46 | 15,525.46
1013 | 191828 | 194362622 | Bryan S Rooney | Director | 1.00 | 105,263.07 | 105,263.39
1013 | 192807 | 196627712 | Gail B Render | Systems Analyst | 1.00 | 49,980.00 | 49,980.00
1013 | 193182 | 199616591 | Jessica A Harris | Coordinator | 1.00 | 42,556.00 | 42,556.00
Grand Total | 9.28 | 1,121,339 | 1,121,339
[1] Page 2
1
2
Link to Vacant Position in BPM
BACK
ACCOUNT SELECT
MAIN MENU
EXIT

LINK AVAILABLE POSITION IN PHR TO A VACANT POSITION IN BPM SCREEN
3) Select from the list of Available BPM Positions to link. Click on a "**Position**" number.
4) Click on "**Link to Vacant BPM Position**." The selected BPM position will be removed from the "**Vacant Budgeted Positions**" list and its budget will be moved to the selected Available PHR position.


Link Available Position in PHR to a Vacant Position in BPM
Account: 1909130 ACCT-1909130
Sub code | Position | UID | Name | Title | PHR FTE | Current Salary | Proposed Salary
1013 | 191828 | 194362622 | Bryan S Rooney | Director | 1.00 | 105,263.07 | 105,263.39
Available BPM Positions to link to the above PHR Position
Sub code | Position | Title | Title Name | BPM FTE | Original Budget | Revised Budget | Proposed Budget | Comments
1013 | 452306 | 9311202 | Administrator | 1.00 | 0 | 0 | 110,000 | Rooney
Grand Total | 1.00 | 0 | 0 | 110,000
Page 1
3
4
Link to Vacant BPM Position
Search
BACK
ACCOUNT SELECT
MAIN MENU
EXIT

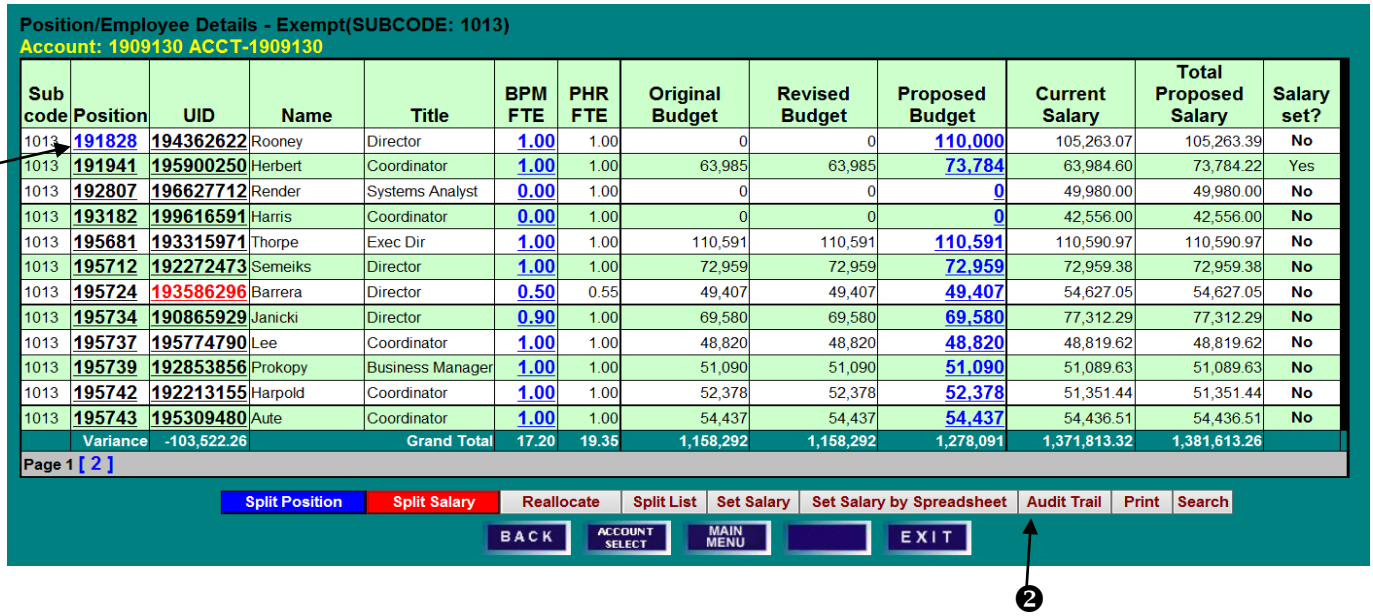
VACANT BUDGETED POSITION
LINK EMPLOYEE RECORD TO VACANT BUDGETED POSITION

ACCOUNT SUMMARY SCREEN

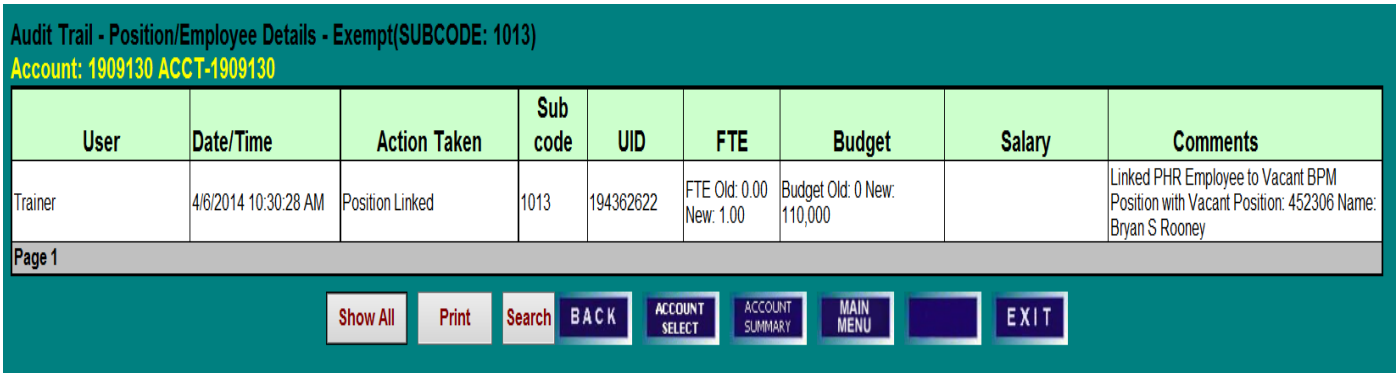
1) To view the linked budgeted position on the **Position/Employee Details Screen**, click on "**Faculty**," "**Exempt**," or "**Non-Exempt**" from the **Account Summary Screen** depending on the employment category of the linked employee.

POSITION/EMPLOYEE DETAILS SCREEN

1) Note that the PHR position number, Category Status, Title, and subcode have superseded those of the vacant BPM position. The vacant BPM position has been deleted.
2) This can be verified by selecting "**Audit Trail**" from the **Position/Employee Details** screen for the original BPM position Category/Status.



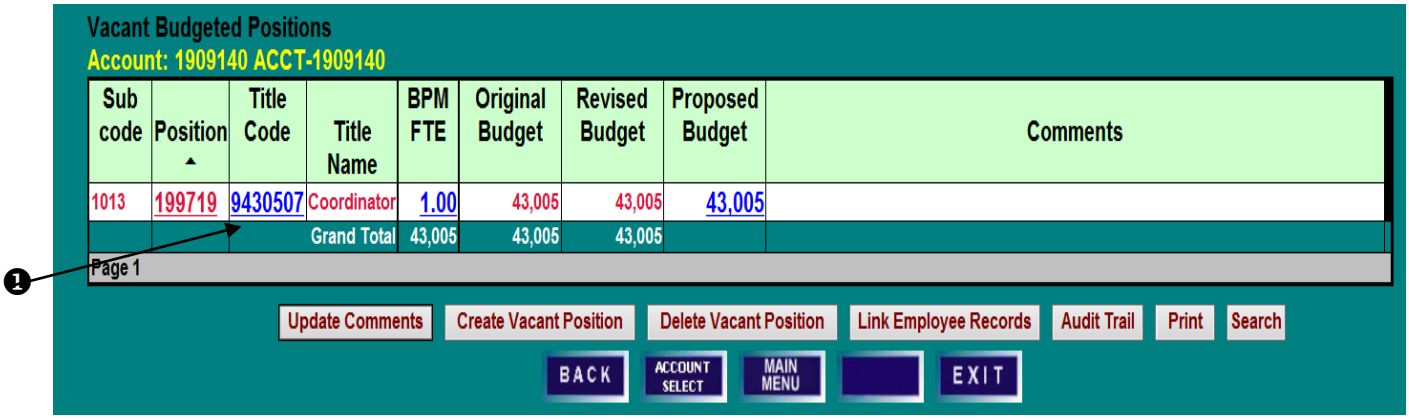
AUDIT TRAIL SCREEN


Audit Trail - Position/Employee Details - Exempt(SUBCODE: 1013)
Account: 1909130 ACCT-1909130
User | Date/Time | Action Taken | Sub code | UID | FTE | Budget | Salary | Comments
Trainer | 4/6/2014 10:30:28 AM | Position Linked | 1013 | 194362622 | FTE Old: 0.00 New: 1.00 | Budget Old: 0 New: 110,000 | | Linked PHR Employee to Vacant BPM Position with Vacant Position: 452306 Name: Bryan S Rooney
Page 1
Show All | Print | Search | BACK | ACCOUNT SELECT | ACCOUNT SUMMARY | MAIN MENU | EXIT

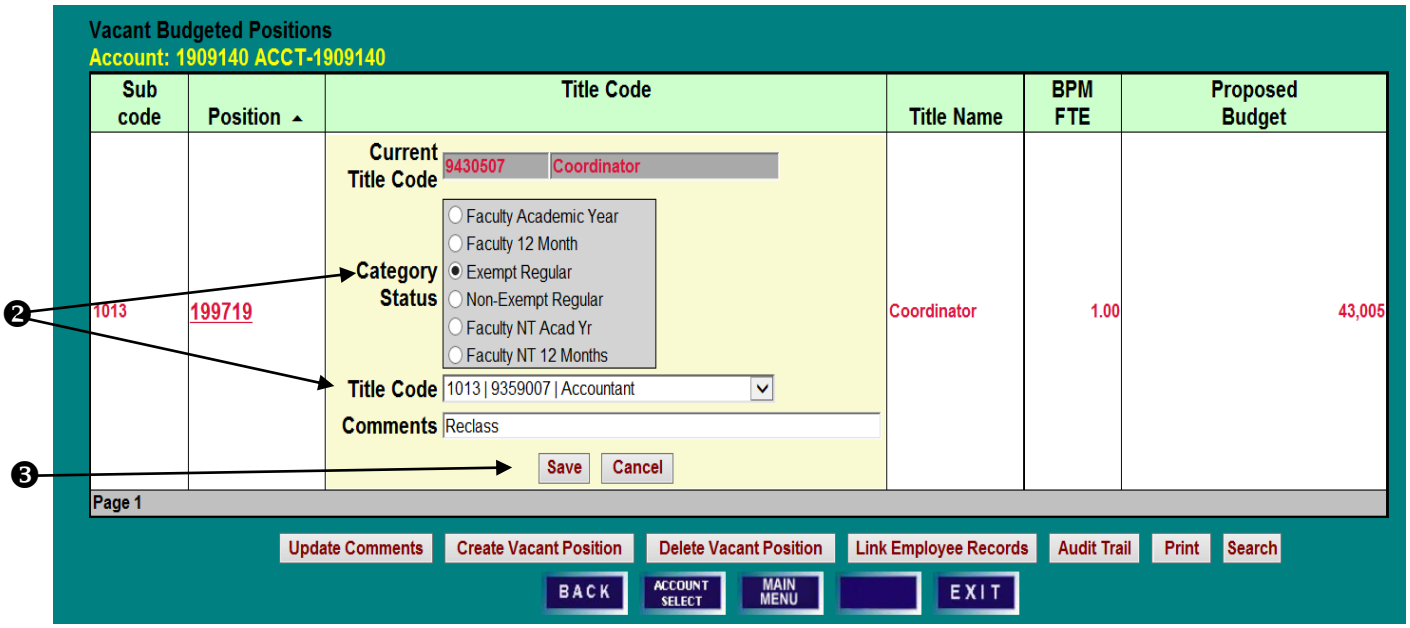
VACANT BUDGETED POSITION
UPDATE TITLE CODE/SUBCODE, BUDGET, AND COMMENTS

VACANT BUDGETED POSITIONS SCREEN

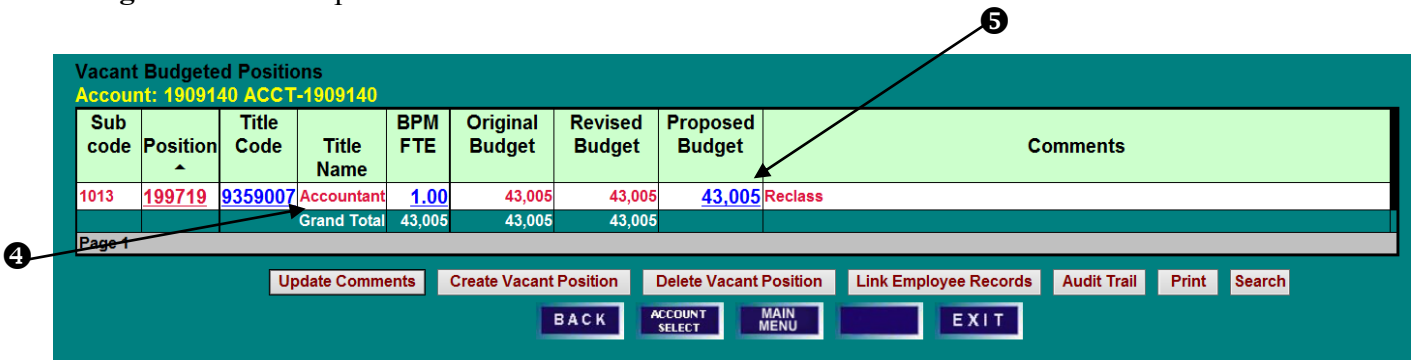
1) To change the **Title Code**, **Title Name**, and **Subcode** of a Vacant Position, click on the blue "**Title Code**" of a position to open an edit box.



2) Select the appropriate "**Category Status**" and "**Title Code**," and enter any necessary "**Comments**."
3) Click "**Save**" to save changes or "**Cancel**" to reset the date. **Please note that a title code change in BPM will not feed to PHR.**



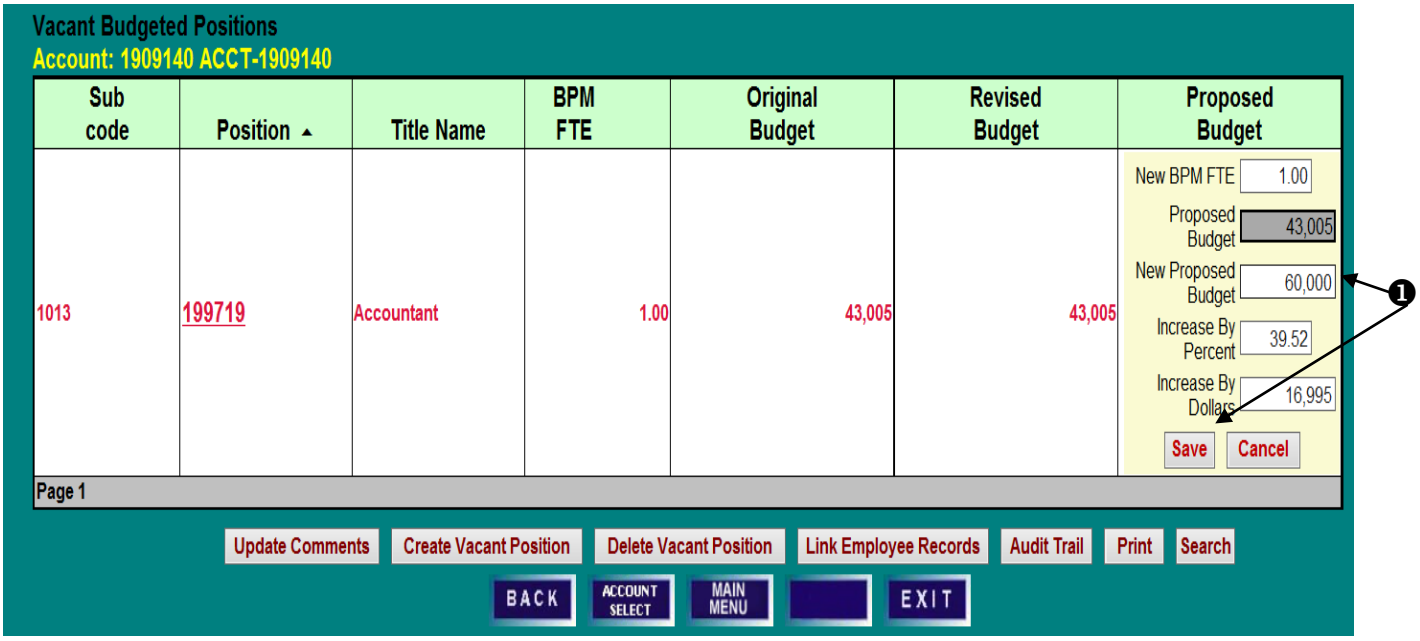
4) Review changes to the Vacant Position's attributes.
5) To update the "**BPM FTE**" and/or "**Proposed Budget**" for the position, click on the blue "**Proposed Budget**" amount to open an edit box.

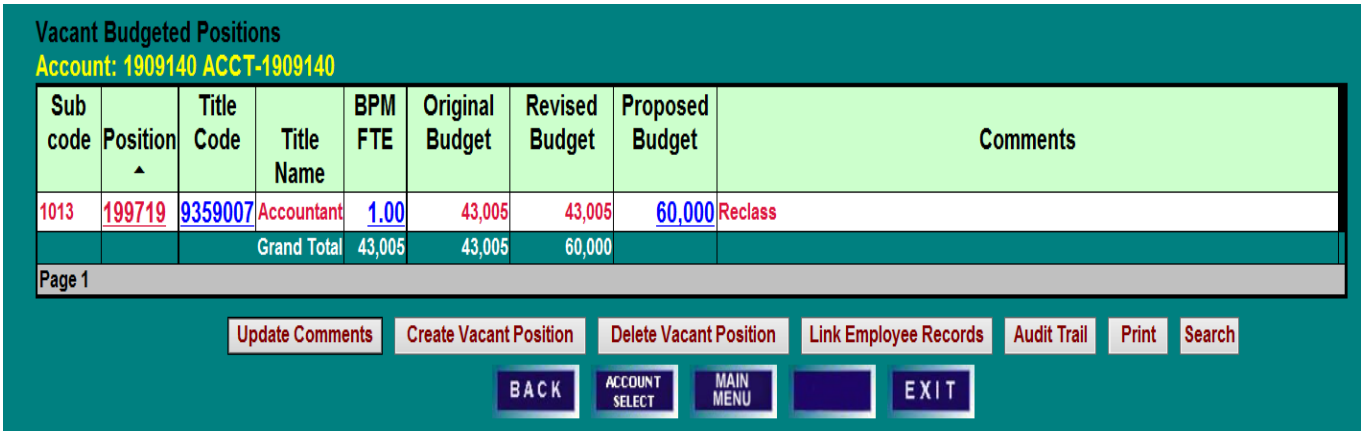


VACANT BUDGETED POSITION
UPDATE TITLE CODE/SUBCODE, BUDGET, AND COMMENTS

VACANT BUDGETED POSITIONS SCREEN

1) Enter a "**New BPM FTE**" and/or change the position's **Proposed Budget** by percentage or dollars, and click "**Save.**"





SETTING BUDGETS FOR POOLED POSITIONS
LECTURERS, FACULTY CONTRACTUAL, CONTINGENT II, AND GRADUATE ASSISTANTS

POOLED POSITION WORKSHEETS

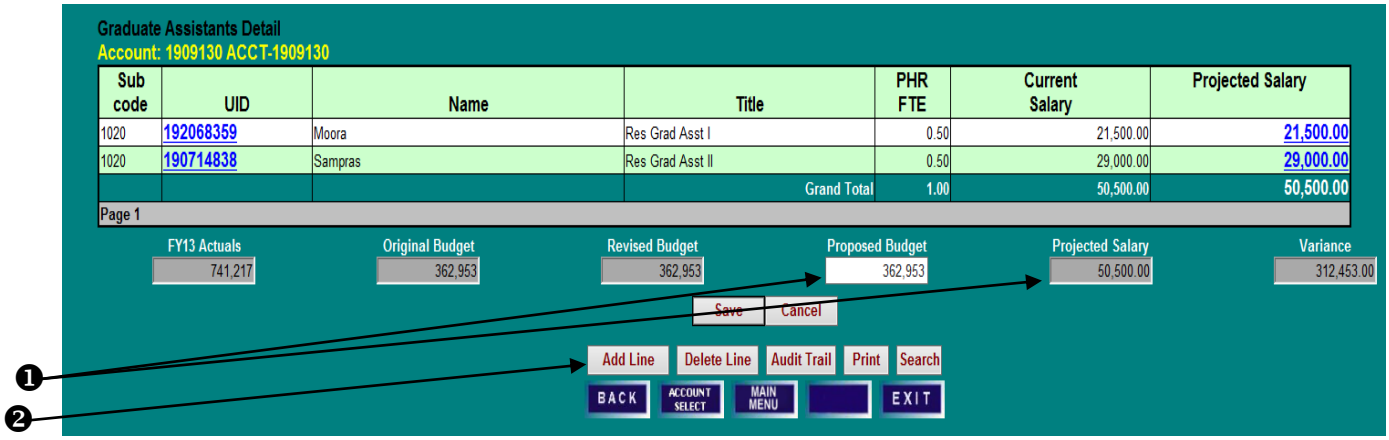
Each pooled detail screen can be used as a worksheet to help set pooled salary budgets. New employees may be added and deleted, and projected salaries can be changed on the worksheets. **Use of the worksheets is optional. Projected salary information IS NOT fed to PHR for payroll conversion**. Worksheet functionality is the same for each pooled detail screen and is described below, using the Graduate Assistant worksheet as the example.

ACCOUNT BUDGET SUMMARY SCREEN

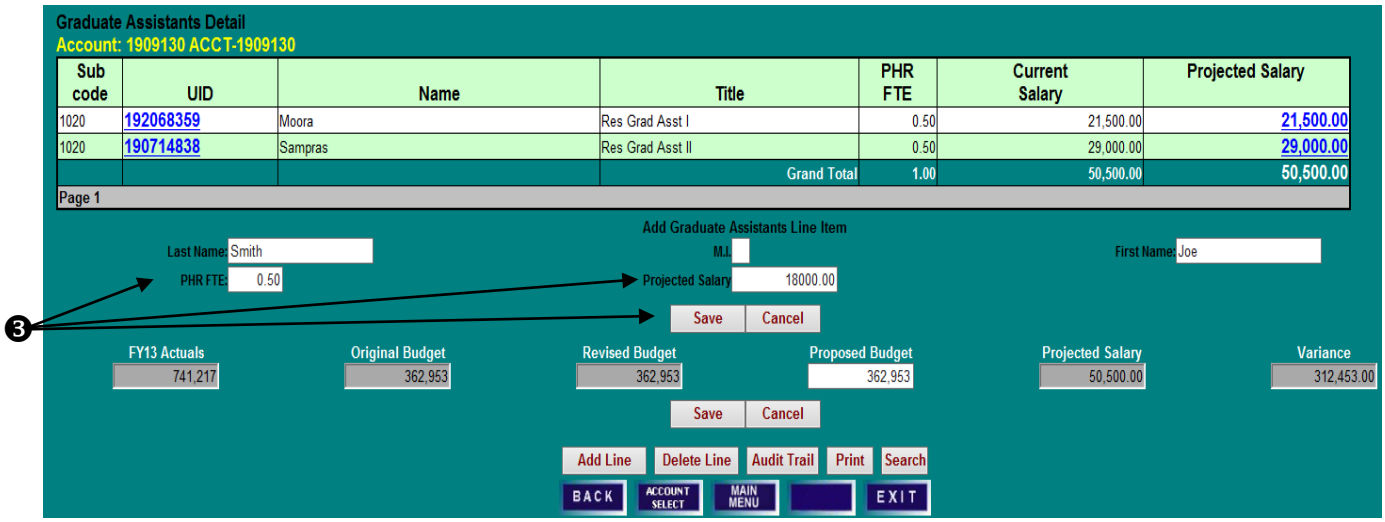
1) Access the worksheet for **Lecturers**, **Faculty Contractual**, **Contingent II**, or **Graduate Assistants** from the **Account Budget Summary** screen by clicking on the respective brown field name.

GRADUATE ASSISTANT DETAIL SCREEN

1) Note that the **Proposed Budget** amount matches the budget figure on the **Account Budget Summary** screen, but that **Projected Salary** may reflect a different figure.
2) To add a new line, click **"Add Line."**

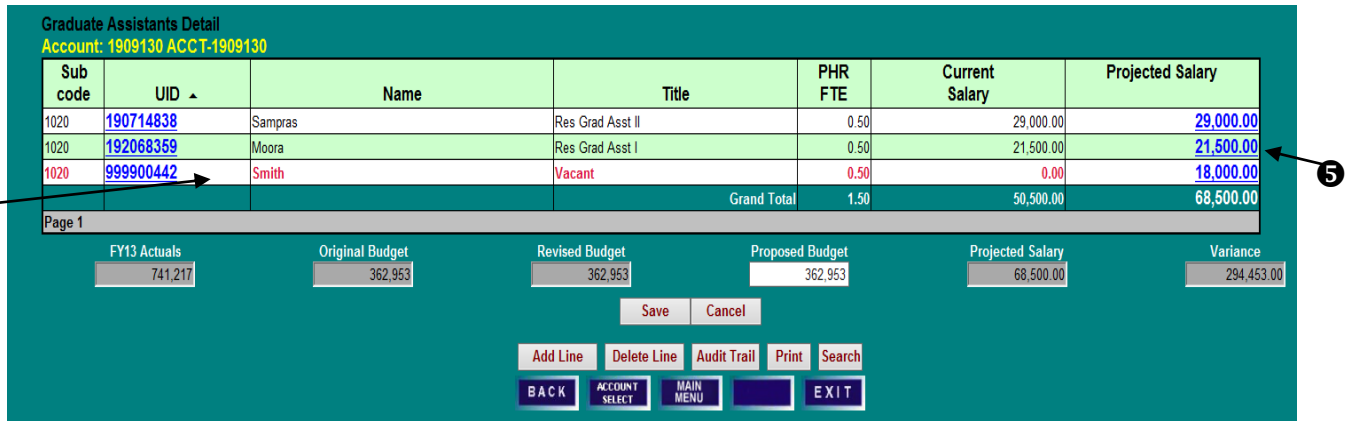


3) Enter the **Name**, "**PHR FTE**," and "**Projected Salary**" for the employee, and click "**Save**."

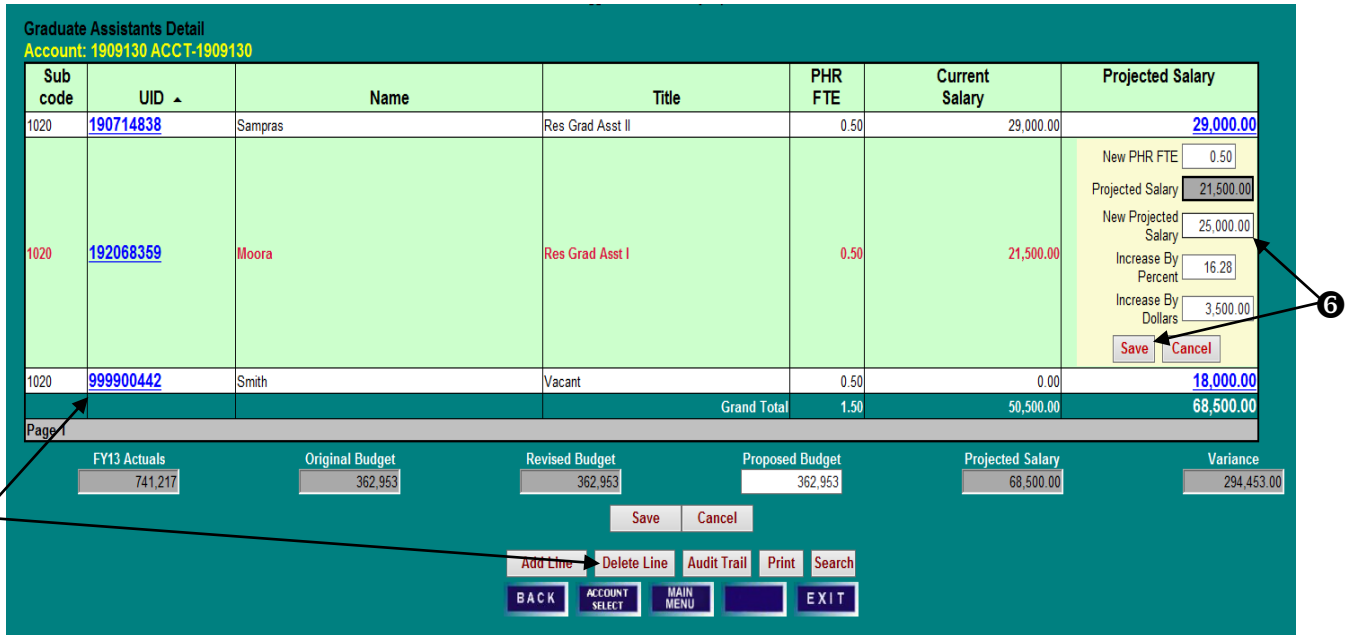


SETTING BUDGETS FOR POOLED POSITIONS
LECTURERS, FACULTY CONTRACTUAL, CONTINGENT II, AND GRADUATE ASSISTANTS

4) Confirm that the employee has been added.
5) To update the "**PHR FTE**" or **"Projected Salary"** for an employee, click on the blue "**Projected Salary**" amount to open an edit box.

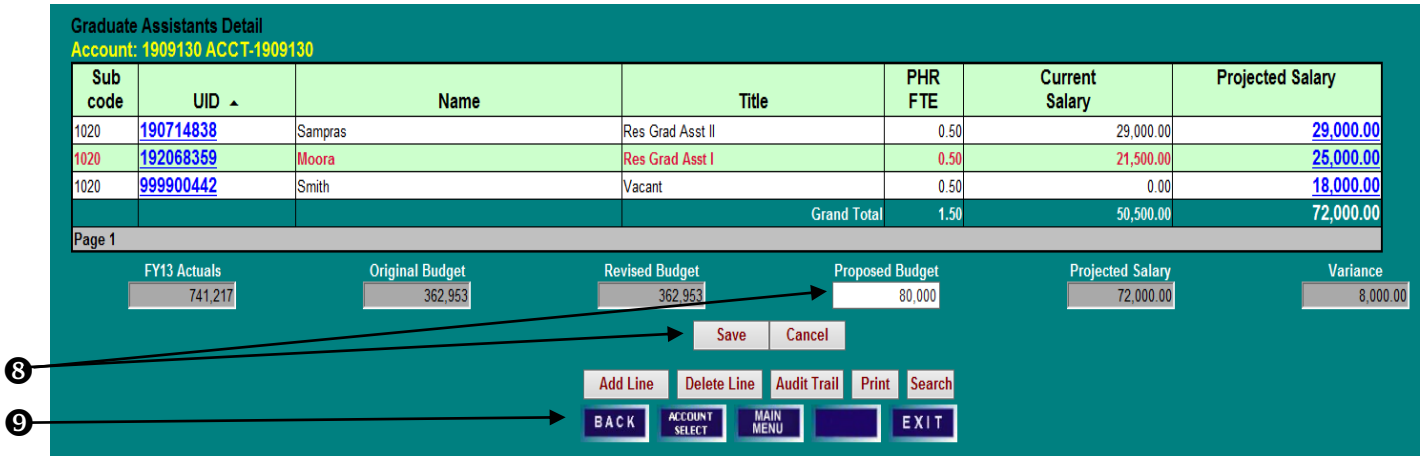


6) Enter a new "**New Projected Salary**," or change by percentage or dollars, and click "**Save**."
7) To delete a line, click on the "**UID**" to highlight the row, and then click **"Delete Line**." An employee line with "**Current Salary**" cannot be deleted, but that employee's "**Projected Salary**" can be reduced to zero.



SETTING BUDGETS FOR POOLED POSITIONS
LECTURERS, FACULTY CONTRACTUAL, CONTINGENT II, AND GRADUATE ASSISTANTS

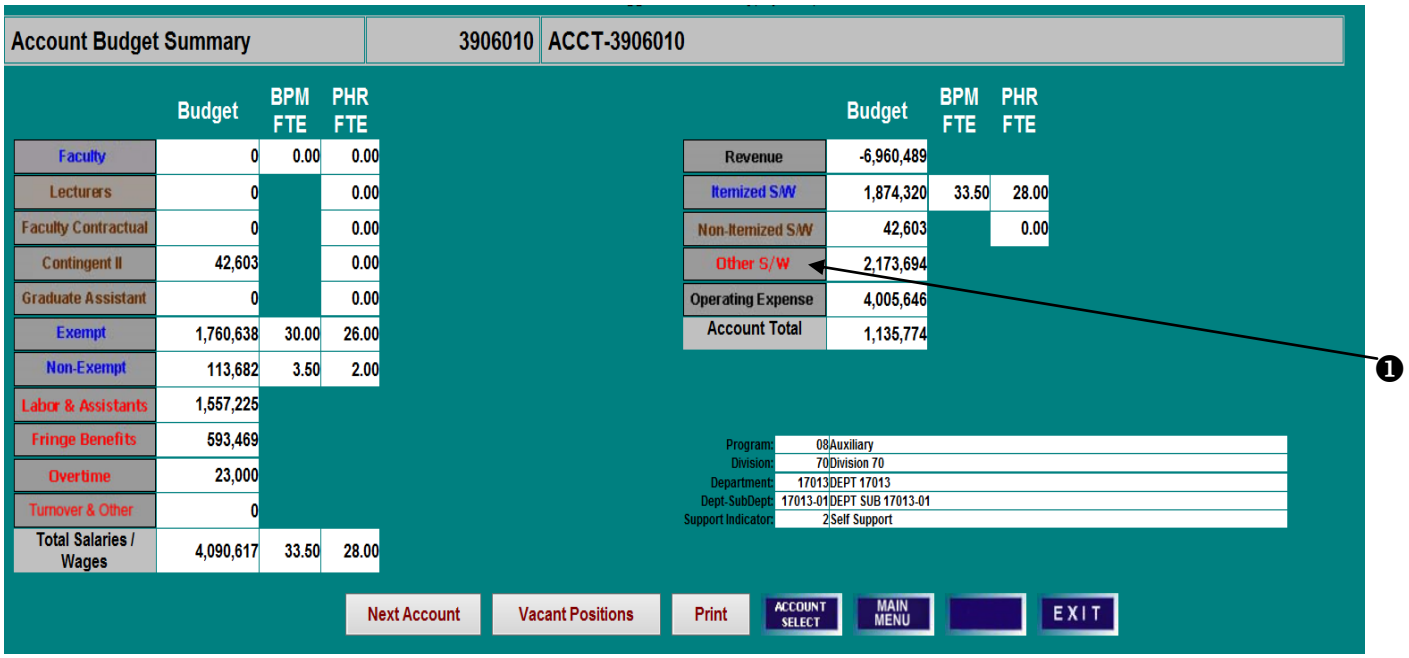
8) To update the pool budget, enter the new "**Proposed Budget**" amount and click "**Save**."
9) Click **"Back"** to return to the **Account Budget Summary** screen to review the updated budget.



SETTING BUDGETS FOR OTHER SALARIES & WAGES, REVENUE & OPERATING
OTHER SALARY & WAGES BUDGET ADJUSTMENTS

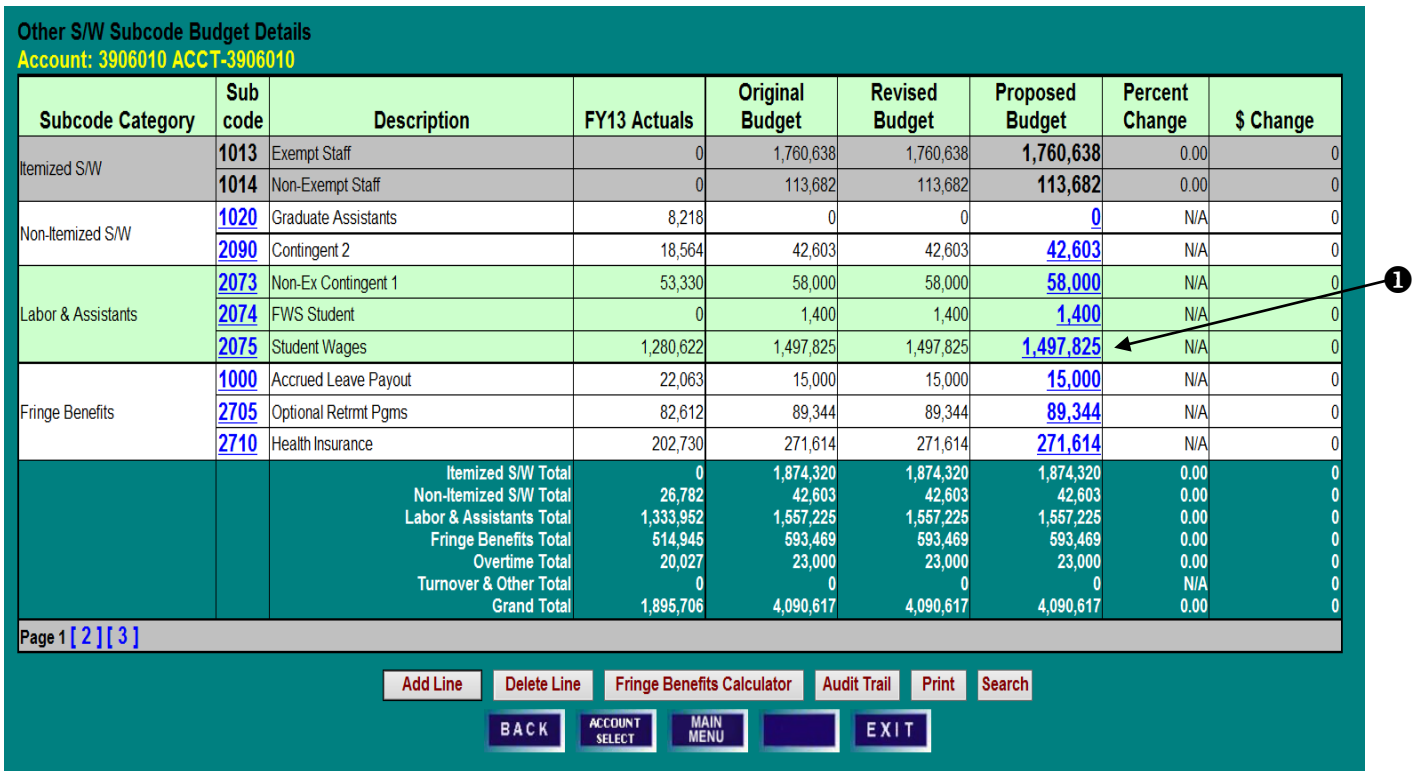
ACCOUNT BUDGET SUMMARY SCREEN

1) Click on the red "**Other S/W**" field name to access the **Other S/W Subcode Budget Details** screen.



OTHER S/W SUBCODE BUDGET DETAILS

1) Click on a blue **"Proposed Budget"** amount to open an edit box.


Other S/W Subcode Budget Details
Account: 3906010 ACCT-3906010
Subcode Category | Sub code | Description | FY13 Actuals | Original Budget | Revised Budget | Proposed Budget | Percent Change | $ Change
Itemized S/W | 1013 | Exempt Staff | 0 | 1,760,638 | 1,760,638 | 1,760,638 | 0.00 | 0
1014 | Non-Exempt Staff | 0 | 113,682 | 113,682 | 113,682 | 0.00 | 0
Non-Itemized S/W | 1020 | Graduate Assistants | 8,218 | 0 | 0 | 0 | N/A | 0
2090 | Contingent 2 | 18,564 | 42,603 | 42,603 | 42,603 | N/A | 0
Labor & Assistants | 2073 | Non-Ex Contingent 1 | 53,330 | 58,000 | 58,000 | 58,000 | N/A | 0
2074 | FWS Student | 0 | 1,400 | 1,400 | 1,400 | N/A | 0
2075 | Student Wages | 1,280,622 | 1,497,825 | 1,497,825 | 1,497,825 | N/A | 0
Fringe Benefits | 1000 | Accrued Leave Payout | 22,063 | 15,000 | 15,000 | 15,000 | N/A | 0
2705 | Optional Retrmt Pgms | 82,612 | 89,344 | 89,344 | 89,344 | N/A | 0
2710 | Health Insurance | 202,730 | 271,614 | 271,614 | 271,614 | N/A | 0
Itemized S/W Total 0 1,874,320 1,874,320 1,874,320 0.00 0
Non-Itemized S/W Total 26,782 42,603 42,603 42,603 0.00 0
Labor & Assistants Total 1,333,952 1,557,225 1,557,225 1,557,225 0.00 0
Fringe Benefits Total 514,945 593,469 593,469 593,469 0.00 0
Overtime Total 20,027 23,000 23,000 23,000 0.00 0
Turnover & Other Total 0 0 0 0 N/A 0
Grand Total 1,895,706 4,090,617 4,090,617 4,090,617 0.00 0
Page 1 [2] [3]
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Fringe Benefits Calculator
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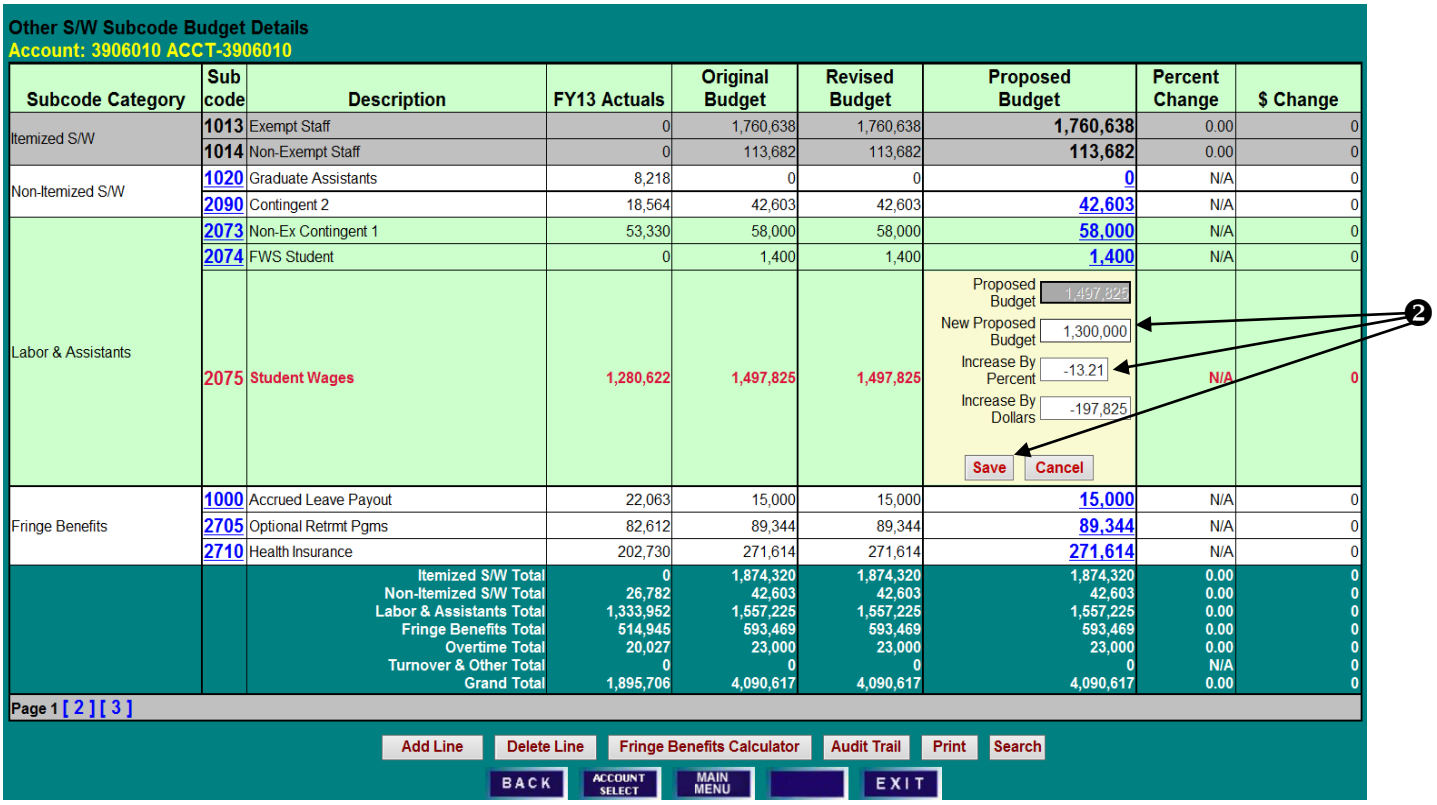
BACK
ACCOUNT SELECT
MAIN MENU
EXIT
1

SETTING BUDGETS FOR OTHER SALARIES & WAGES, REVENUE & OPERATING
OTHER SALARY & WAGES BUDGET ADJUSTMENTS

2) Enter a **"New Proposed Budget,"** or make changes by percentage or dollars, and click "**Save**."



Other S/W Subcode Budget Details
Account: 3906010 ACCT-3906010

Subcode Category	Sub code	Description	FY13 Actuals	Original Budget	Revised Budget	Proposed Budget	Percent Change	$ Change
Itemized S/W	1013	Exempt Staff	0	1,760,638	1,760,638	1,760,638	0.00	0
	1014	Non-Exempt Staff	0	113,682	113,682	113,682	0.00	0
Non-Itemized S/W	1020	Graduate Assistants	8,218	0	0	0	N/A	0
	2090	Contingent 2	18,564	42,603	42,603	42,603	N/A	0
Labor & Assistants	2073	Non-Ex Contingent 1	53,330	58,000	58,000	58,000	N/A	0
	2074	FWS Student	0	1,400	1,400	1,400	N/A	0
	2075	Student Wages	1,280,622	1,497,825	1,497,825	Proposed Budget 1,497,825 / New Proposed Budget 1,300,000 / Increase By Percent -13.21 / Increase By Dollars -197,825 / Save / Cancel	N/A	0
Fringe Benefits	1000	Accrued Leave Payout	22,063	15,000	15,000	15,000	N/A	0
	2705	Optional Retrmt Pgms	82,612	89,344	89,344	89,344	N/A	0
	2710	Health Insurance	202,730	271,614	271,614	271,614	N/A	0
		Itemized S/W Total	0	1,874,320	1,874,320	1,874,320	0.00	0
		Non-Itemized S/W Total	26,782	42,603	42,603	42,603	0.00	0
		Labor & Assistants Total	1,333,952	1,557,225	1,557,225	1,557,225	0.00	0
		Fringe Benefits Total	514,945	593,469	593,469	593,469	0.00	0
		Overtime Total	20,027	23,000	23,000	23,000	0.00	0
		Turnover & Other Total	0	0	0	0	N/A	0
		Grand Total	1,895,706	4,090,617	4,090,617	4,090,617	0.00	0

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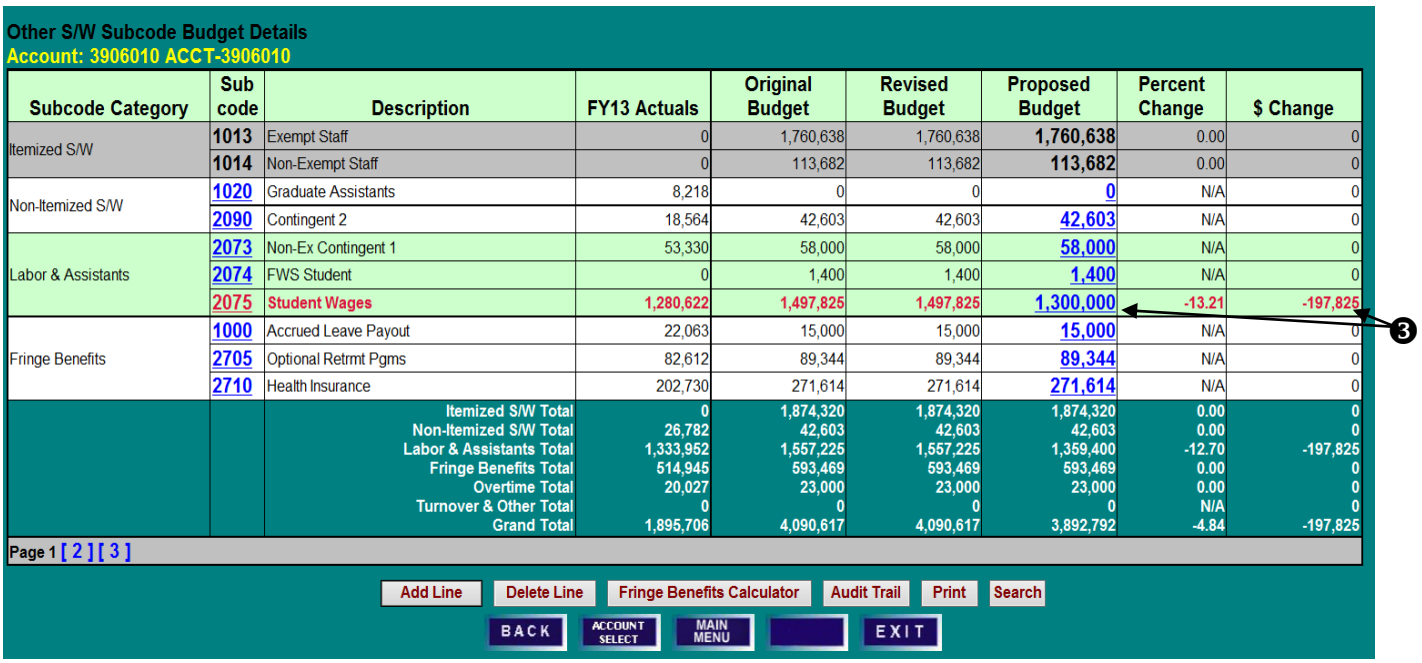
Add Line | Delete Line | Fringe Benefits Calculator | Audit Trail | Print | Search

BACK | ACCOUNT SELECT | MAIN MENU | EXIT

3) Note the resulting "**Proposed Budget**" figure, as well as the "**Percent Change**" and "**$ Change**."



Other S/W Subcode Budget Details
Account: 3906010 ACCT-3906010

Subcode Category	Sub code	Description	FY13 Actuals	Original Budget	Revised Budget	Proposed Budget	Percent Change	$ Change
Itemized S/W	1013	Exempt Staff	0	1,760,638	1,760,638	1,760,638	0.00	0
	1014	Non-Exempt Staff	0	113,682	113,682	113,682	0.00	0
Non-Itemized S/W	1020	Graduate Assistants	8,218	0	0	0	N/A	0
	2090	Contingent 2	18,564	42,603	42,603	42,603	N/A	0
Labor & Assistants	2073	Non-Ex Contingent 1	53,330	58,000	58,000	58,000	N/A	0
	2074	FWS Student	0	1,400	1,400	1,400	N/A	0
	2075	Student Wages	1,280,622	1,497,825	1,497,825	1,300,000	-13.21	-197,825
Fringe Benefits	1000	Accrued Leave Payout	22,063	15,000	15,000	15,000	N/A	0
	2705	Optional Retrmt Pgms	82,612	89,344	89,344	89,344	N/A	0
	2710	Health Insurance	202,730	271,614	271,614	271,614	N/A	0
		Itemized S/W Total	0	1,874,320	1,874,320	1,874,320	0.00	0
		Non-Itemized S/W Total	26,782	42,603	42,603	42,603	0.00	0
		Labor & Assistants Total	1,333,952	1,557,225	1,557,225	1,359,400	-12.70	-197,825
		Fringe Benefits Total	514,945	593,469	593,469	593,469	0.00	0
		Overtime Total	20,027	23,000	23,000	23,000	0.00	0
		Turnover & Other Total	0	0	0	0	N/A	0
		Grand Total	1,895,706	4,090,617	4,090,617	3,892,792	-4.84	-197,825

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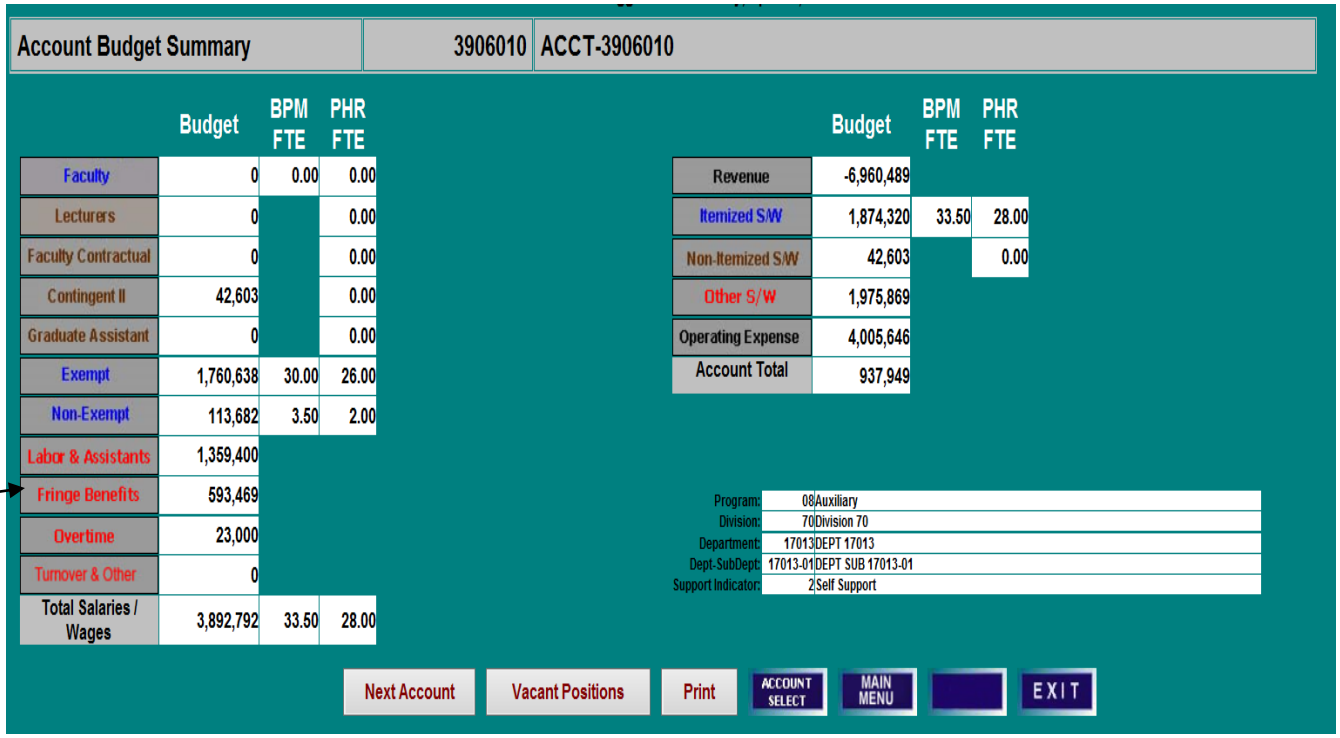
Add Line | Delete Line | Fringe Benefits Calculator | Audit Trail | Print | Search

BACK | ACCOUNT SELECT | MAIN MENU | EXIT

SETTING BUDGETS FOR OTHER SALARIES & WAGES, REVENUE & OPERATING
FRINGE BENEFITS CALCULATOR

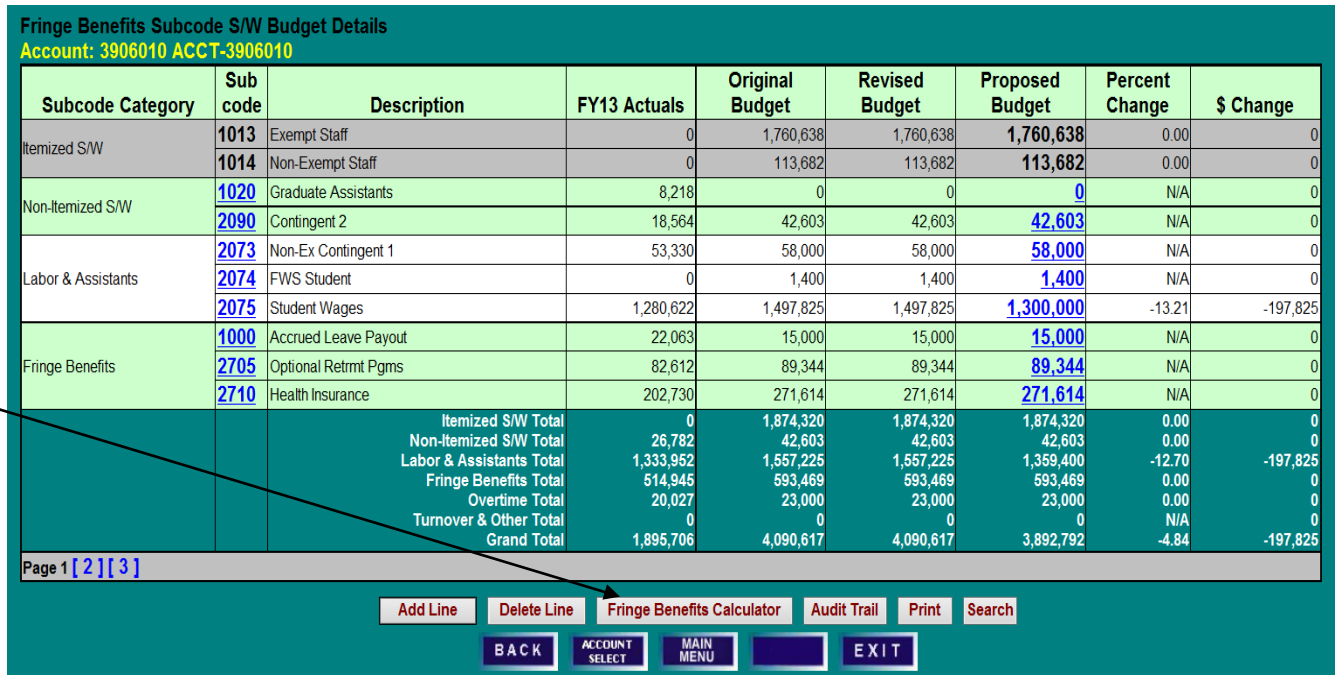
ACCOUNT BUDGET SUMMARY SCREEN

1) Click on the red "**Fringe Benefits**" field name to access the **Fringe Benefits Subcode S/W Budget Details** screen.



FRINGE BENEFITS SUBCODE S/W BUDGET DETAILS SCREEN

1) To review and update fringe benefits at the employee level, click on "**Fringe Benefits Calculator**" to access employee-level fringe benefit detail.


Fringe Benefits Subcode S/W Budget Details
Account: 3906010 ACCT-3906010
Subcode Category | Sub code | Description | FY13 Actuals | Original Budget | Revised Budget | Proposed Budget | Percent Change | $ Change
Itemized S/W | 1013 | Exempt Staff | 0 | 1,760,638 | 1,760,638 | 1,760,638 | 0.00 | 0
1014 | Non-Exempt Staff | 0 | 113,682 | 113,682 | 113,682 | 0.00 | 0
Non-Itemized S/W | 1020 | Graduate Assistants | 8,218 | 0 | 0 | 0 | N/A | 0
2090 | Contingent 2 | 18,564 | 42,603 | 42,603 | 42,603 | N/A | 0
Labor & Assistants | 2073 | Non-Ex Contingent 1 | 53,330 | 58,000 | 58,000 | 58,000 | N/A | 0
2074 | FWS Student | 0 | 1,400 | 1,400 | 1,400 | N/A | 0
2075 | Student Wages | 1,280,622 | 1,497,825 | 1,497,825 | 1,300,000 | -13.21 | -197,825
Fringe Benefits | 1000 | Accrued Leave Payout | 22,063 | 15,000 | 15,000 | 15,000 | N/A | 0
2705 | Optional Retrmt Pgms | 82,612 | 89,344 | 89,344 | 89,344 | N/A | 0
2710 | Health Insurance | 202,730 | 271,614 | 271,614 | 271,614 | N/A | 0
Itemized S/W Total | 0 | 1,874,320 | 1,874,320 | 1,874,320 | 0.00 | 0
Non-Itemized S/W Total | 26,782 | 42,603 | 42,603 | 42,603 | 0.00 | 0
Labor & Assistants Total | 1,333,952 | 1,557,225 | 1,557,225 | 1,359,400 | -12.70 | -197,825
Fringe Benefits Total | 514,945 | 593,469 | 593,469 | 593,469 | 0.00 | 0
Overtime Total | 20,027 | 23,000 | 23,000 | 23,000 | 0.00 | 0
Turnover & Other Total | 0 | 0 | 0 | 0 | N/A | 0
Grand Total | 1,895,706 | 4,090,617 | 4,090,617 | 3,892,792 | -4.84 | -197,825
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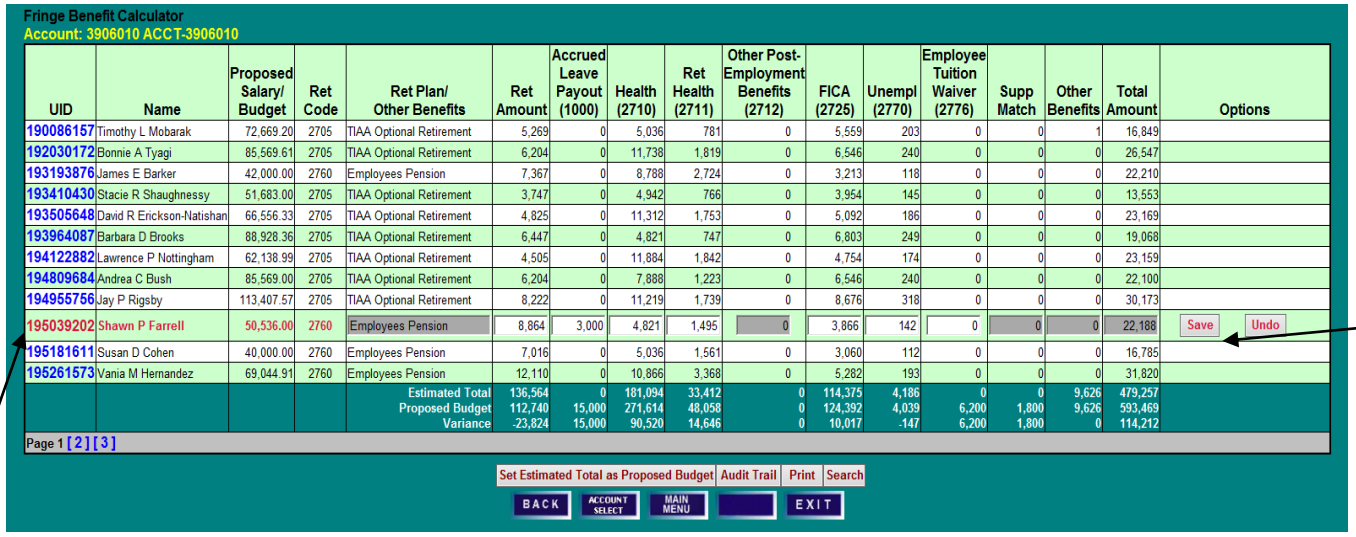
SETTING BUDGETS FOR OTHER SALARIES & WAGES, REVENUE & OPERATING
FRINGE BENEFITS CALCULATOR

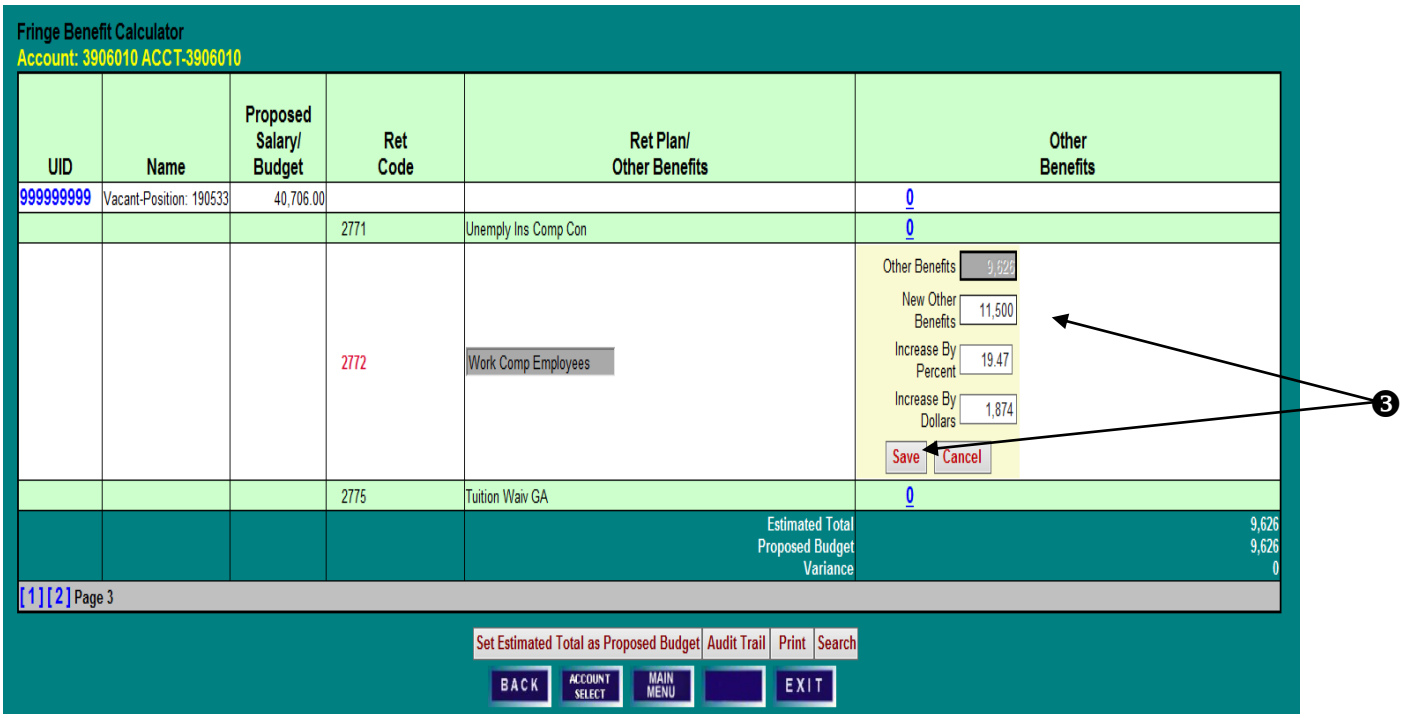
FRINGE BENEFITS CALCULATOR SCREEN

1) Click on an employee's "**UID**" to open a line for editing. Most fringe benefit amounts for itemized employees are system-calculated (except for "**Accrued Leave Payout**" and "**Tuition Remission**"). Due to a lack of budget allocations for the new fiscal year, "**Other Post-Employee Benefits**" and "**Supplemental Match**" have been pre-populated with zero dollars and blocked from user edit.
2) Enter any changes to fringe benefits estimates and click "**Save**." (Note the change to the **Estimated Total** and its difference from the initial **Proposed Budget** figure.)



UID	Name	Proposed Salary/ Budget	Ret Code	Ret Plan/ Other Benefits	Ret Amount	Accrued Leave Payout (1000)	Health (2710)	Ret Health (2711)	Other Post-Employment Benefits (2712)	FICA (2725)	Unempl (2770)	Employee Tuition Waiver (2776)	Supp Match	Other Benefits	Total Amount	Options
190086157	Timothy L Mobarak	72,669.20	2705	TIAA Optional Retirement	5,269	0	5,036	781	0	5,559	203	0	0	1	16,849	
192030172	Bonnie A Tyagi	85,569.61	2705	TIAA Optional Retirement	6,204	0	11,738	1,819	0	6,546	240	0	0	0	26,547	
193193876	James E Barker	42,000.00	2760	Employees Pension	7,367	0	8,788	2,724	0	3,213	118	0	0	0	22,210	
193410430	Stacie R Shaughnessy	51,683.00	2705	TIAA Optional Retirement	3,747	0	4,942	766	0	3,954	145	0	0	0	13,553	
193505648	David R Erickson-Natishan	66,556.33	2705	TIAA Optional Retirement	4,825	0	11,312	1,753	0	5,092	186	0	0	0	23,169	
193964087	Barbara D Brooks	88,928.36	2705	TIAA Optional Retirement	6,447	0	4,821	747	0	6,803	249	0	0	0	19,068	
194122882	Lawrence P Nottingham	62,138.99	2705	TIAA Optional Retirement	4,505	0	11,884	1,842	0	4,754	174	0	0	0	23,159	
194809684	Andrea C Bush	85,569.00	2705	TIAA Optional Retirement	6,204	0	7,888	1,223	0	6,546	240	0	0	0	22,100	
194955756	Jay P Rigsby	113,407.57	2705	TIAA Optional Retirement	8,222	0	11,219	1,739	0	8,676	318	0	0	0	30,173	
195039202	Shawn P Farrell	50,536.00	2760	Employees Pension	8,864	3,000	4,821	1,495	0	3,866	142	0	0	0	22,188	Save Undo
195181611	Susan D Cohen	40,000.00	2760	Employees Pension	7,016	0	5,036	1,561	0	3,060	112	0	0	0	16,785	
195261573	Vania M Hernandez	69,044.91	2760	Employees Pension	12,110	0	10,866	3,368	0	5,282	193	0	0	0	31,820	
				Estimated Total	136,564	0	181,094	33,412	0	114,375	4,186	0	0	9,626	479,257	
				Proposed Budget	112,740	15,000	271,614	48,058	0	124,392	4,039	6,200	1,800	9,626	593,469	
				Variance	-23,824	15,000	90,520	14,646	0	10,017	-147	6,200	1,800	0	114,212	

3) Certain benefits are charged at a pooled level, rather than by employee. For example, Workers Compensation is charged in a lump sum and is not broken out by person. To budget a pooled fringe benefit subcode, click on the blue "**Other Benefits**" field to open an edit box. Enter an amount in the "**New Other Benefits**" field, or change by percentage or dollars, and click "**Save**."



UID	Name	Proposed Salary/ Budget	Ret Code	Ret Plan/ Other Benefits	Other Benefits
999999999	Vacant-Position: 190533	40,706.00			0
			2771	Unemply Ins Comp Con	0
			2772	Work Comp Employees	
			2775	Tuition Waiv GA	0
				Estimated Total	9,626
				Proposed Budget	9,626
				Variance	0

SETTING BUDGETS FOR OTHER SALARIES & WAGES, REVENUE & OPERATING
FRINGE BENEFITS CALCULATOR

4) After adjusting fringe benefits as necessary, note that the revised fringe benefit cost estimate ("**Estimated Total**") differs from the original **Proposed Budget** amount for fringe benefits. To use the revised figure as the new Fringe Benefits budget amount for the account, click "**Set Estimated Total as Proposed Budget**."

Fringe Benefit Calculator
Account: 3906010 ACCT-3906010

UID	Name	Proposed Salary/ Budget	Ret Code	Ret Plan/ Other Benefits	Ret Amount	Accrued Leave Payout (1000)	Health (2710)	Ret Health (2711)	Other Post-Employment Benefits (2712)	FICA (2725)	Unempl (2770)	Employee Tuition Waiver (2776)	Supp Match	Other Benefits	Total Amount
999999999	Vacant-Position: 190533	40,706.00			0	0	0	0	0	0	0	0	0	0	0
			2771	Unemply Ins Comp Con										0	0
			2772	Work Comp Employees										11,500	11,500
			2775	Tuition Waiv GA										0	0
				Estimated Total	136,564	3,000	181,094	33,413	0	114,375	4,187	0	0	11,500	484,132
				Proposed Budget	112,740	15,000	271,614	48,058	0	124,392	4,039	6,200	1,800	11,500	595,343
				Variance	-23,824	12,000	90,520	14,645	0	10,017	-148	6,200	1,800	0	111,211

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Set Estimated Total as Proposed Budget | Audit Trail | Print | Search

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4

5) Confirm that **Proposed Budget** is equal to the **Estimated Total** on the **Fringe Benefit Calculator** screen and that the amount carries over to the **Fringe Benefits Subcode S/W Budget Details** screen.

Fringe Benefit Calculator
Account: 3906010 ACCT-3906010

UID	Name	Proposed Salary/ Budget	Ret Code	Ret Plan/ Other Benefits	Ret Amount	Accrued Leave Payout (1000)	Health (2710)	Ret Health (2711)	Other Post-Employment Benefits (2712)	FICA (2725)	Unempl (2770)	Employee Tuition Waiver (2776)	Supp Match	Other Benefits	Total Amount
999999999	Vacant-Position: 190533	40,706.00			0	0	0	0	0	0	0	0	0	0	0
			2771	Unemply Ins Comp Con										0	0
			2772	Work Comp Employees										11,500	11,500
			2775	Tuition Waiv GA										0	0
				Estimated Total	136,564	3,000	181,094	33,413	0	114,375	4,187	0	0	11,500	484,132
				Proposed Budget	136,564	3,000	181,094	33,412	0	114,376	4,188	0	0	11,500	484,134
				Variance	0	0	0	-1	0	1	1	0	0	0	2

[1] [2] Page 3

Set Estimated Total as Proposed Budget | Audit Trail | Print | Search

BACK | ACCOUNT SELECT | MAIN MENU | EXIT

Fringe Benefits Subcode S/W Budget Details
Account: 3906010 ACCT-3906010

Subcode Category	Sub code	Description	FY13 Actuals	Original Budget	Revised Budget	Proposed Budget	Percent Change	$ Change
Itemized S/W	1013	Exempt Staff	0	1,760,638	1,760,638	1,760,638	0.00	0
	1014	Non-Exempt Staff	0	113,682	113,682	113,682	0.00	0
Non-Itemized S/W	1020	Graduate Assistants	8,218	0	0	0	N/A	0
	2090	Contingent 2	18,564	42,603	42,603	42,603	N/A	0
Labor & Assistants	2073	Non-Ex Contingent 1	53,330	58,000	58,000	58,000	N/A	0
	2074	FWS Student	0	1,400	1,400	1,400	N/A	0
	2075	Student Wages	1,280,622	1,497,825	1,497,825	1,300,000	-13.21	-197,825
Fringe Benefits	1000	Accrued Leave Payout	22,063	15,000	15,000	3,000	-80.00	-12,000
	2705	Optional Retrmt Pgms	82,612	89,344	89,344	88,548	-0.89	-796
	2710	Health Insurance	202,730	271,614	271,614	181,094	-33.33	-90,520
		Itemized S/W Total	0	1,874,320	1,874,320	1,874,320	0.00	0
		Non-Itemized S/W Total	26,782	42,603	42,603	42,603	0.00	0
		Labor & Assistants Total	1,333,952	1,557,225	1,557,225	1,359,400	-12.70	-197,825
		Fringe Benefits Total	514,945	593,469	593,469	484,134	-18.42	-109,335
		Overtime Total	20,027	23,000	23,000	23,000	0.00	0
		Turnover & Other Total	0	0	0	0	N/A	0
		Grand Total	1,895,706	4,090,617	4,090,617	3,783,457	-7.51	-307,160

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Add Line | Delete Line | Fringe Benefits Calculator | Audit Trail | Print | Search

BACK | ACCOUNT SELECT | MAIN MENU | EXIT

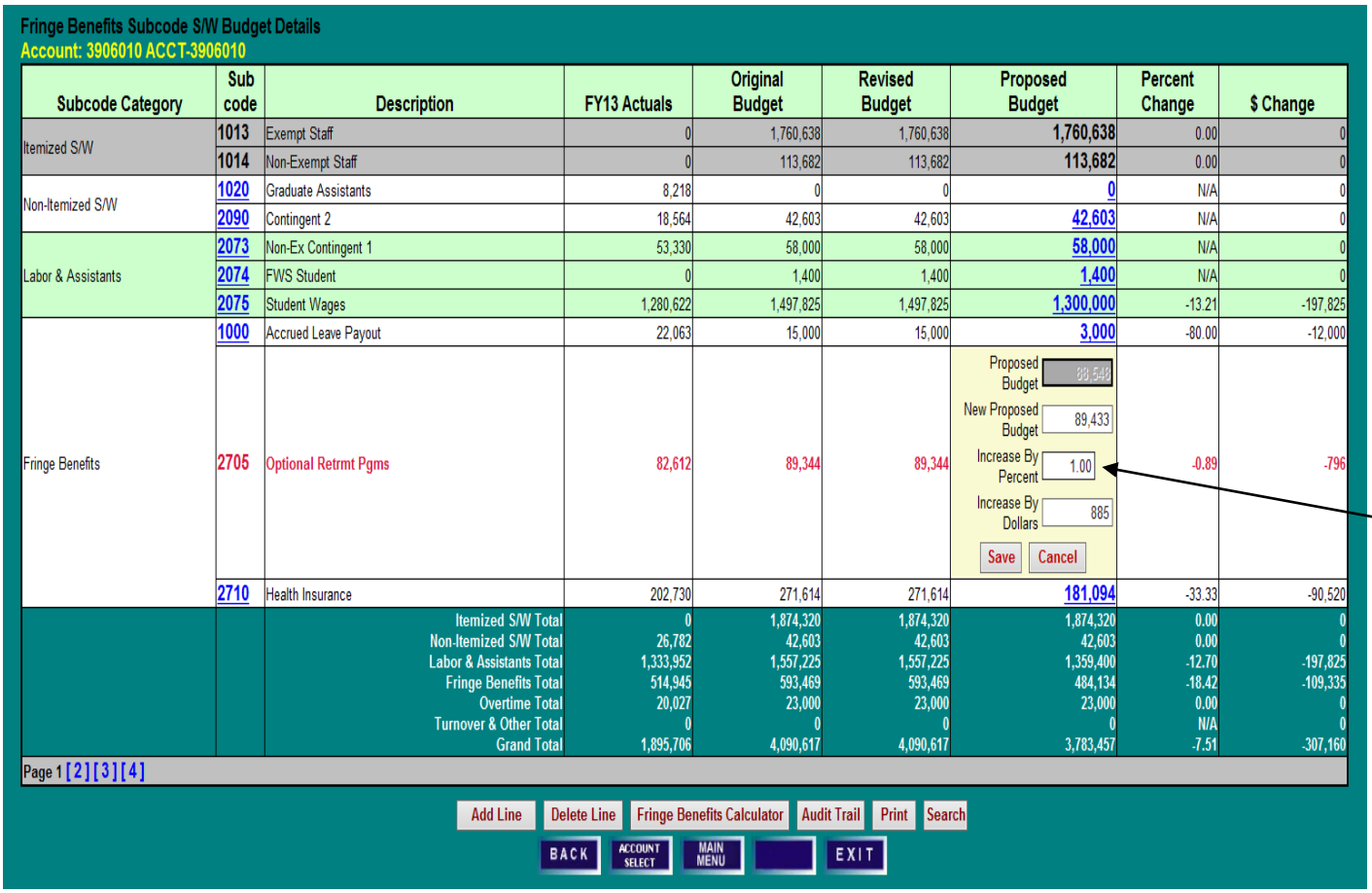
SETTING BUDGETS FOR OTHER SALARIES & WAGES, REVENUE & OPERATING
FRINGE BENEFITS CALCULATOR

NOTE: BPM's fringe benefit calculator computes the fringes that are salary-based as if the proposed salary was effective July 1st. Merit has been loaded by person into the working budget, but the COLA was not; therefore, the fringe benefit calculator computations will be understated. The following approach is suggested to reflect the mid-year effective date for COLA in the salary-based fringes :

1) Use the fringe benefit calculator to figure out the fringe amounts based on the July 1st salary, which includes the merit;

2) Update the fringe subcode budgets using the fringe benefit calculator mechanism, and

3) Adjust the fringe subcode budgets that are based on July 1st proposed salary by increasing the budget by a mid-year implementation factor of 1.0%. For example, if the fringe benefit calculator's optional retirement plan overall budget (subcode 2705) is $10,000, click on subcode 2705's "**Proposed Budget**" on the **S/W Budget Details Screen** to edit the budget and enter +1.0% in the percent field. BPM will compute the adjustment needed. Click save to update the budget, which will be 101% of the budget in the fringe benefit calculator. Note---The mid-year implementation factor assumes a January 1st COLA at 2%. The fringe subcodes based on salary are: Retirement (2705, 2720, 2760, 2715, 2755, 2769), Social Security (2725), and Unemployment (2770, 2771). Additional fringe benefits should be provided for Contingent Category II employee conversions.



Fringe Benefits Subcode S/W Budget Details
Account: 3906010 ACCT-3906010

Subcode Category	Sub code	Description	FY13 Actuals	Original Budget	Revised Budget	Proposed Budget	Percent Change	$ Change
Itemized S/W	1013	Exempt Staff	0	1,760,638	1,760,638	1,760,638	0.00	0
	1014	Non-Exempt Staff	0	113,682	113,682	113,682	0.00	0
Non-Itemized S/W	1020	Graduate Assistants	8,218	0	0	0	N/A	0
	2090	Contingent 2	18,564	42,603	42,603	42,603	N/A	0
Labor & Assistants	2073	Non-Ex Contingent 1	53,330	58,000	58,000	58,000	N/A	0
	2074	FWS Student	0	1,400	1,400	1,400	N/A	0
	2075	Student Wages	1,280,622	1,497,825	1,497,825	1,300,000	-13.21	-197,825
Fringe Benefits	1000	Accrued Leave Payout	22,063	15,000	15,000	3,000	-80.00	-12,000
	2705	Optional Retrmt Pgms	82,612	89,344	89,344	Proposed Budget 88,548 / New Proposed Budget 89,433 / Increase By Percent 1.00 / Increase By Dollars 885 / Save / Cancel	-0.89	-796
	2710	Health Insurance	202,730	271,614	271,614	181,094	-33.33	-90,520
		Itemized S/W Total	0	1,874,320	1,874,320	1,874,320	0.00	0
		Non-Itemized S/W Total	26,782	42,603	42,603	42,603	0.00	0
		Labor & Assistants Total	1,333,952	1,557,225	1,557,225	1,359,400	-12.70	-197,825
		Fringe Benefits Total	514,945	593,469	593,469	484,134	-18.42	-109,335
		Overtime Total	20,027	23,000	23,000	23,000	0.00	0
		Turnover & Other Total	0	0	0	0	N/A	0
		Grand Total	1,895,706	4,090,617	4,090,617	3,783,457	-7.51	-307,160

Page 1 [2][3][4]

Add Line | Delete Line | Fringe Benefits Calculator | Audit Trail | Print | Search

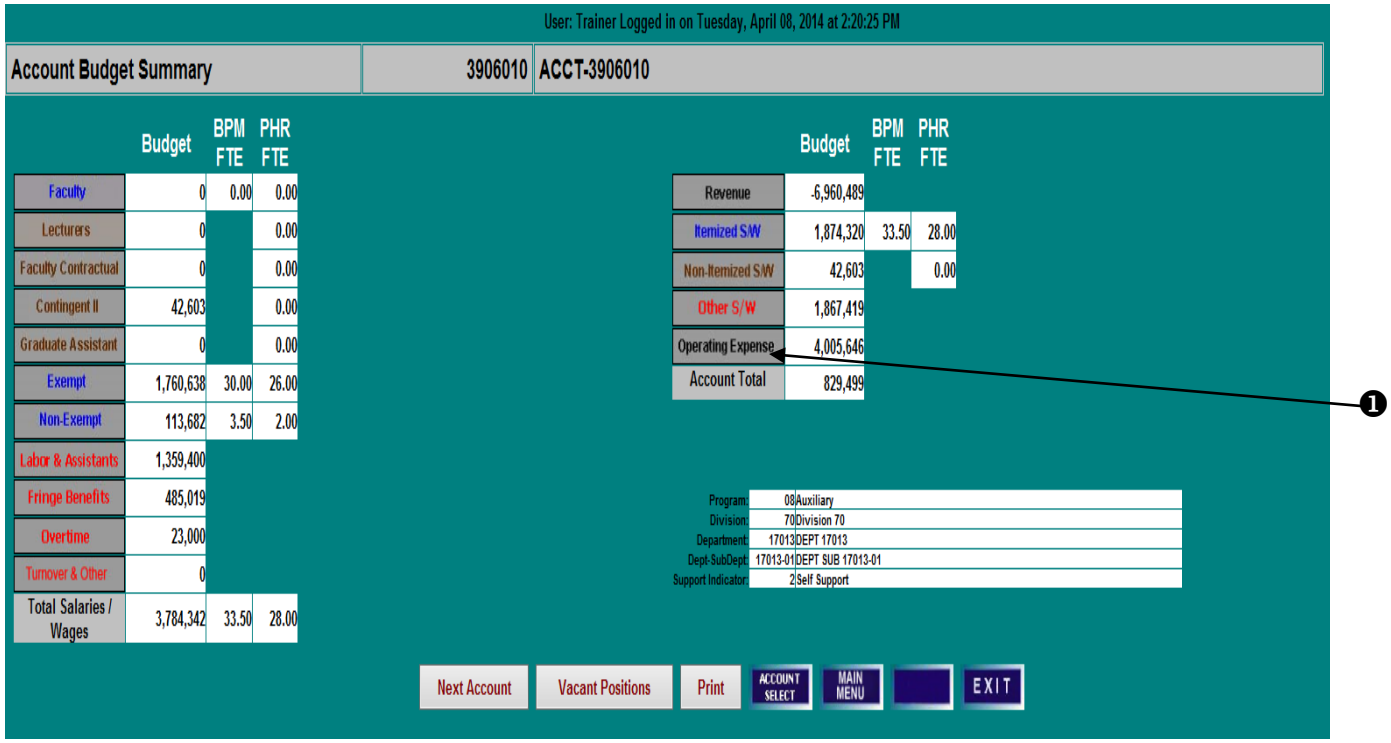
BACK | ACCOUNT SELECT | MAIN MENU | EXIT

❸

SETTING BUDGETS FOR OTHER SALARIES & WAGES, REVENUE & OPERATING
OPERATING EXPENSE BUDGET ADJUSTMENTS

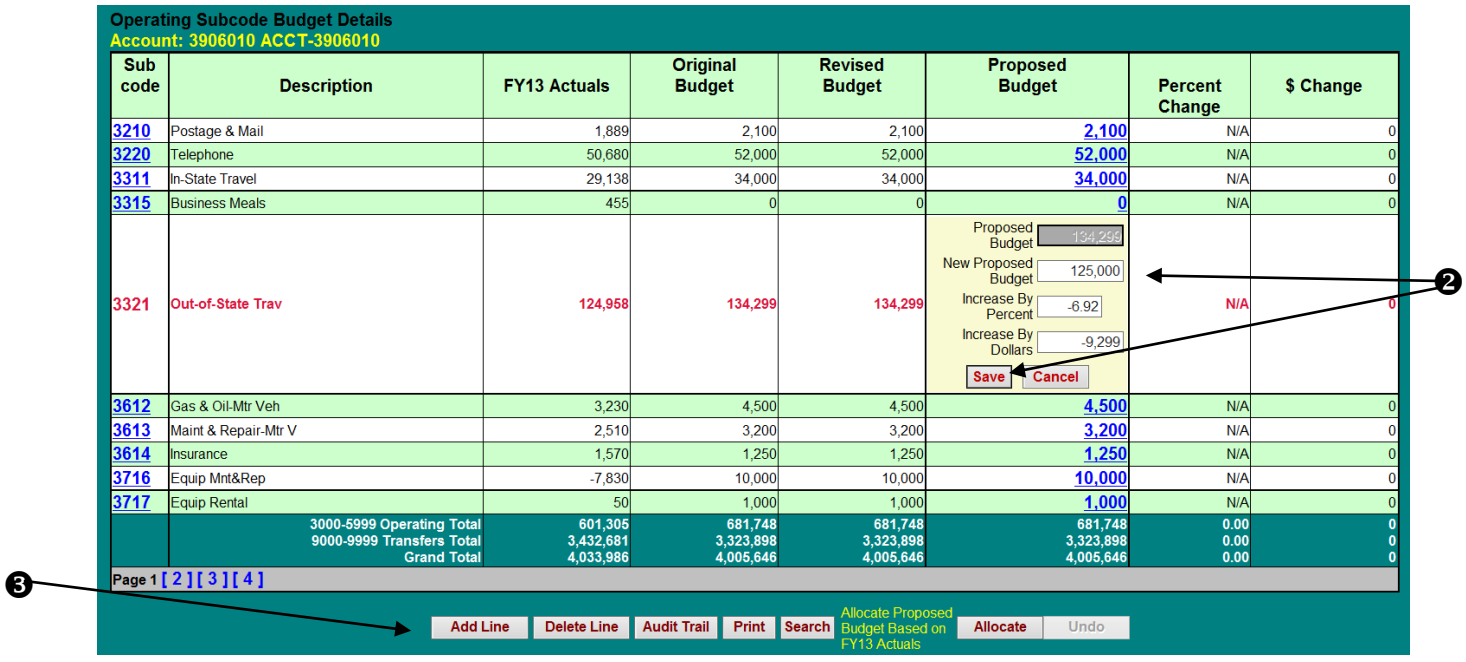
ACCOUNT BUDGET SUMMARY SCREEN

1) From the **Account Budget Summary** screen, click on "**Operating Expense**" (or "**Revenue**") to access the **Operating Subcode Budget Details** screen.



OPERATING SUBCODE BUDGET DETAILS SCREEN

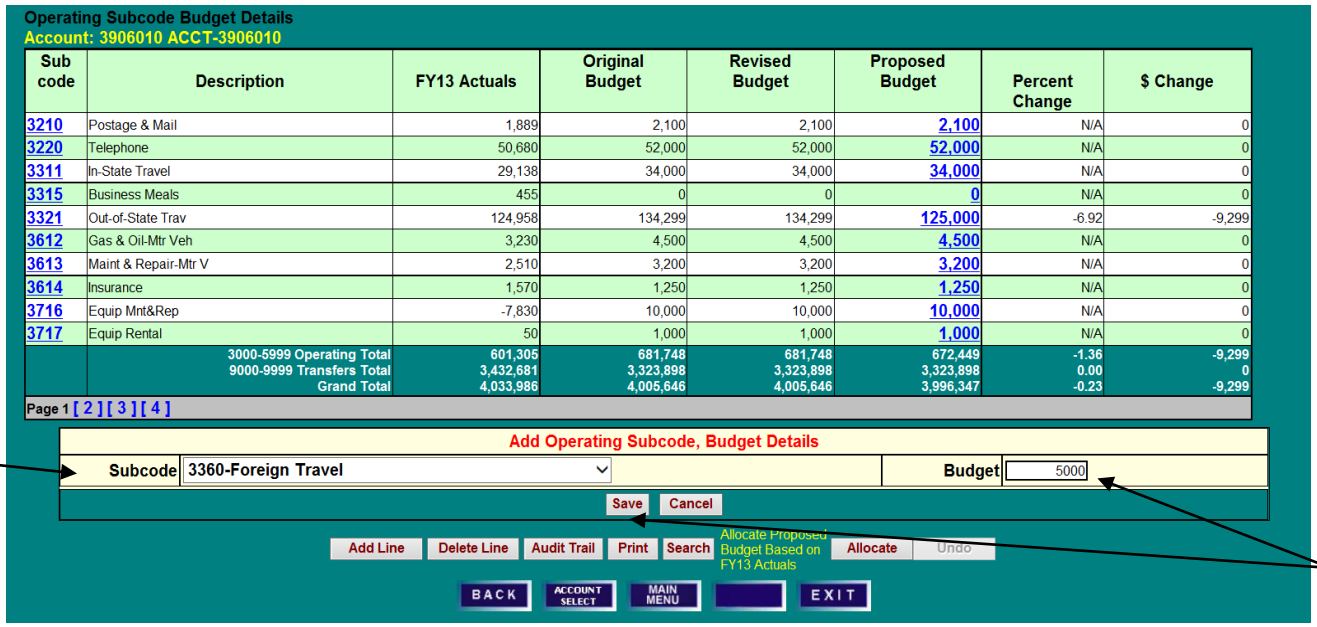
2) To adjust a subcode budget, click the "**Proposed Budget**" field to open an edit box. Enter changes and click "**Save**," or click "**Cancel**" to leave the field unchanged.
3) To add an operating budget expense subcode not already listed, click "**Add Line**."


Operating Subcode Budget Details
Account: 3906010 ACCT-3906010
Sub code
Description
FY13 Actuals
Original Budget
Revised Budget
Proposed Budget
Percent Change
$ Change
3210 Postage & Mail 1,889 2,100 2,100 2,100 N/A 0
3220 Telephone 50,680 52,000 52,000 52,000 N/A 0
3311 In-State Travel 29,138 34,000 34,000 34,000 N/A 0
3315 Business Meals 455 0 0 0 N/A 0
3321 Out-of-State Trav 124,958 134,299 134,299
Proposed Budget 134,299
New Proposed Budget 125,000
Increase By Percent -6.92
Increase By Dollars -9,299
Save
Cancel
N/A 0
3612 Gas & Oil-Mtr Veh 3,230 4,500 4,500 4,500 N/A 0
3613 Maint & Repair-Mtr V 2,510 3,200 3,200 3,200 N/A 0
3614 Insurance 1,570 1,250 1,250 1,250 N/A 0
3716 Equip Mnt&Rep -7,830 10,000 10,000 10,000 N/A 0
3717 Equip Rental 50 1,000 1,000 1,000 N/A 0
3000-5999 Operating Total 601,305 681,748 681,748 681,748 0.00 0
9000-9999 Transfers Total 3,432,681 3,323,898 3,323,898 3,323,898 0.00 0
Grand Total 4,033,986 4,005,646 4,005,646 4,005,646 0.00 0
Page 1 [2] [3] [4]
Add Line
Delete Line
Audit Trail
Print
Search
Allocate Proposed Budget Based on FY13 Actuals
Allocate
Undo
2
3

SETTING BUDGETS FOR OTHER SALARIES & WAGES, REVENUE & OPERATING
OPERATING EXPENSE BUDGET ADJUSTMENTS

OPERATING SUBCODE BUDGET DETAILS SCREEN

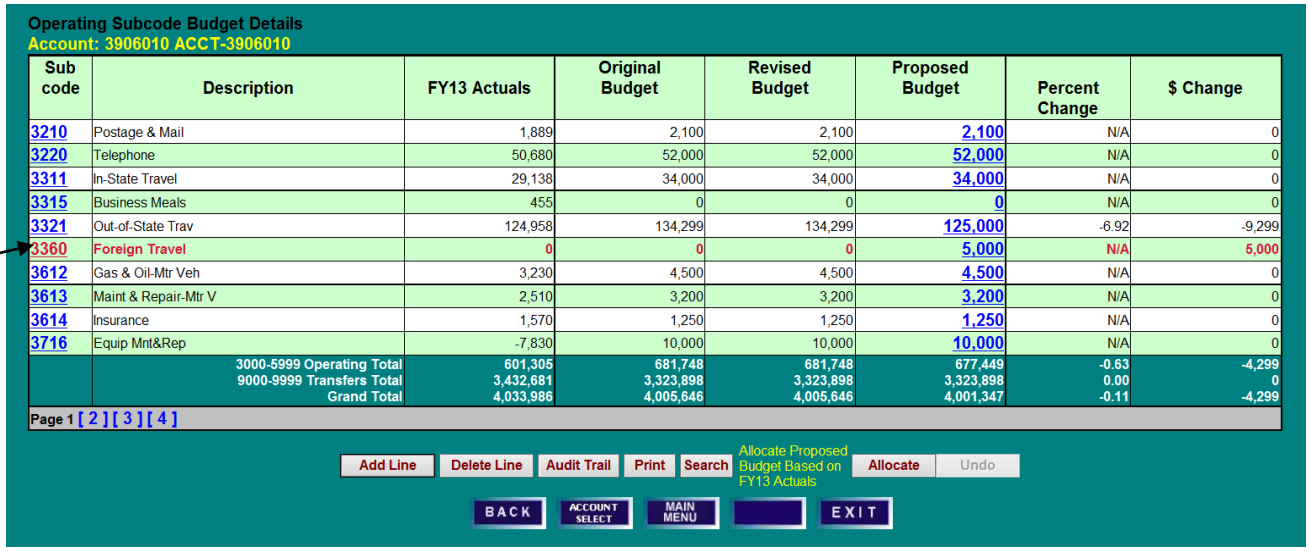
1) Select a "**Subcode**" from the drop-down box.
2) Enter the **Proposed Budget** amount in the "**Budget**" field, and click "**Save**."



Sub code	Description	FY13 Actuals	Original Budget	Revised Budget	Proposed Budget	Percent Change	$ Change
3210	Postage & Mail	1,889	2,100	2,100	2,100	N/A	0
3220	Telephone	50,680	52,000	52,000	52,000	N/A	0
3311	In-State Travel	29,138	34,000	34,000	34,000	N/A	0
3315	Business Meals	455	0	0	0	N/A	0
3321	Out-of-State Trav	124,958	134,299	134,299	125,000	-6.92	-9,299
3612	Gas & Oil-Mtr Veh	3,230	4,500	4,500	4,500	N/A	0
3613	Maint & Repair-Mtr V	2,510	3,200	3,200	3,200	N/A	0
3614	Insurance	1,570	1,250	1,250	1,250	N/A	0
3716	Equip Mnt&Rep	-7,830	10,000	10,000	10,000	N/A	0
3717	Equip Rental	50	1,000	1,000	1,000	N/A	0
	3000-5999 Operating Total	601,305	681,748	681,748	672,449	-1.36	-9,299
	9000-9999 Transfers Total	3,432,681	3,323,898	3,323,898	3,323,898	0.00	0
	Grand Total	4,033,986	4,005,646	4,005,646	3,996,347	-0.23	-9,299

Page 1 [2] [3] [4]

3) Confirm that the new row and associated "**Proposed Budget**" have been added to the Operating Budget.



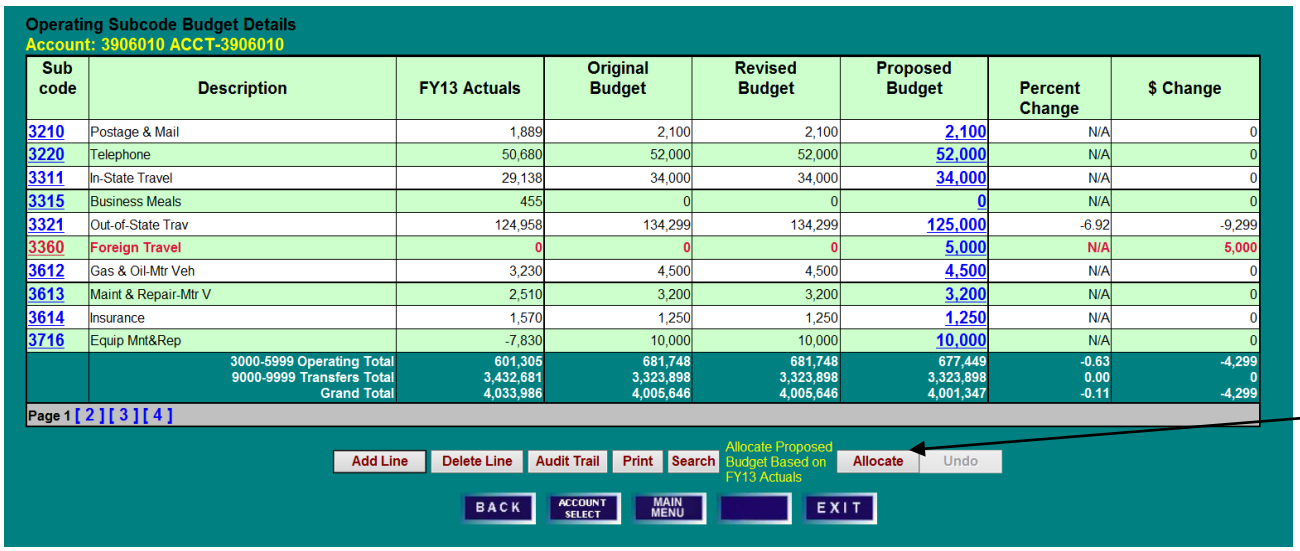
Sub code	Description	FY13 Actuals	Original Budget	Revised Budget	Proposed Budget	Percent Change	$ Change
3210	Postage & Mail	1,889	2,100	2,100	2,100	N/A	0
3220	Telephone	50,680	52,000	52,000	52,000	N/A	0
3311	In-State Travel	29,138	34,000	34,000	34,000	N/A	0
3315	Business Meals	455	0	0	0	N/A	0
3321	Out-of-State Trav	124,958	134,299	134,299	125,000	-6.92	-9,299
3360	Foreign Travel	0	0	0	5,000	N/A	5,000
3612	Gas & Oil-Mtr Veh	3,230	4,500	4,500	4,500	N/A	0
3613	Maint & Repair-Mtr V	2,510	3,200	3,200	3,200	N/A	0
3614	Insurance	1,570	1,250	1,250	1,250	N/A	0
3716	Equip Mnt&Rep	-7,830	10,000	10,000	10,000	N/A	0
	3000-5999 Operating Total	601,305	681,748	681,748	677,449	-0.63	-4,299
	9000-9999 Transfers Total	3,432,681	3,323,898	3,323,898	3,323,898	0.00	0
	Grand Total	4,033,986	4,005,646	4,005,646	4,001,347	-0.11	-4,299

Page 1 [2] [3] [4]

SETTING BUDGETS FOR OTHER SALARIES & WAGES, REVENUE & OPERATNG
OPERATING EXPENSE BUDGET ADJUSTMENTS

OPERATING SUBCODE BUDGET DETAILS SCREEN

1) In order to allocate "**Proposed Budget**" based on prior year actuals, click "**Allocate**."


Operating Subcode Budget Details
Account: 3906010 ACCT-3906010
Sub code | Description | FY13 Actuals | Original Budget | Revised Budget | Proposed Budget | Percent Change | $ Change
3210 | Postage & Mail | 1,889 | 2,100 | 2,100 | 2,100 | N/A | 0
3220 | Telephone | 50,680 | 52,000 | 52,000 | 52,000 | N/A | 0
3311 | In-State Travel | 29,138 | 34,000 | 34,000 | 34,000 | N/A | 0
3315 | Business Meals | 455 | 0 | 0 | 0 | N/A | 0
3321 | Out-of-State Trav | 124,958 | 134,299 | 134,299 | 125,000 | -6.92 | -9,299
3360 | Foreign Travel | 0 | 0 | 0 | 5,000 | N/A | 5,000
3612 | Gas & Oil-Mtr Veh | 3,230 | 4,500 | 4,500 | 4,500 | N/A | 0
3613 | Maint & Repair-Mtr V | 2,510 | 3,200 | 3,200 | 3,200 | N/A | 0
3614 | Insurance | 1,570 | 1,250 | 1,250 | 1,250 | N/A | 0
3716 | Equip Mnt&Rep | -7,830 | 10,000 | 10,000 | 10,000 | N/A | 0
3000-5999 Operating Total | 601,305 | 681,748 | 681,748 | 677,449 | -0.63 | -4,299
9000-9999 Transfers Total | 3,432,681 | 3,323,898 | 3,323,898 | 3,323,898 | 0.00 | 0
Grand Total | 4,033,986 | 4,005,646 | 4,005,646 | 4,001,347 | -0.11 | -4,299
Page 1 [2] [3] [4]
Add Line
Delete Line
Audit Trail
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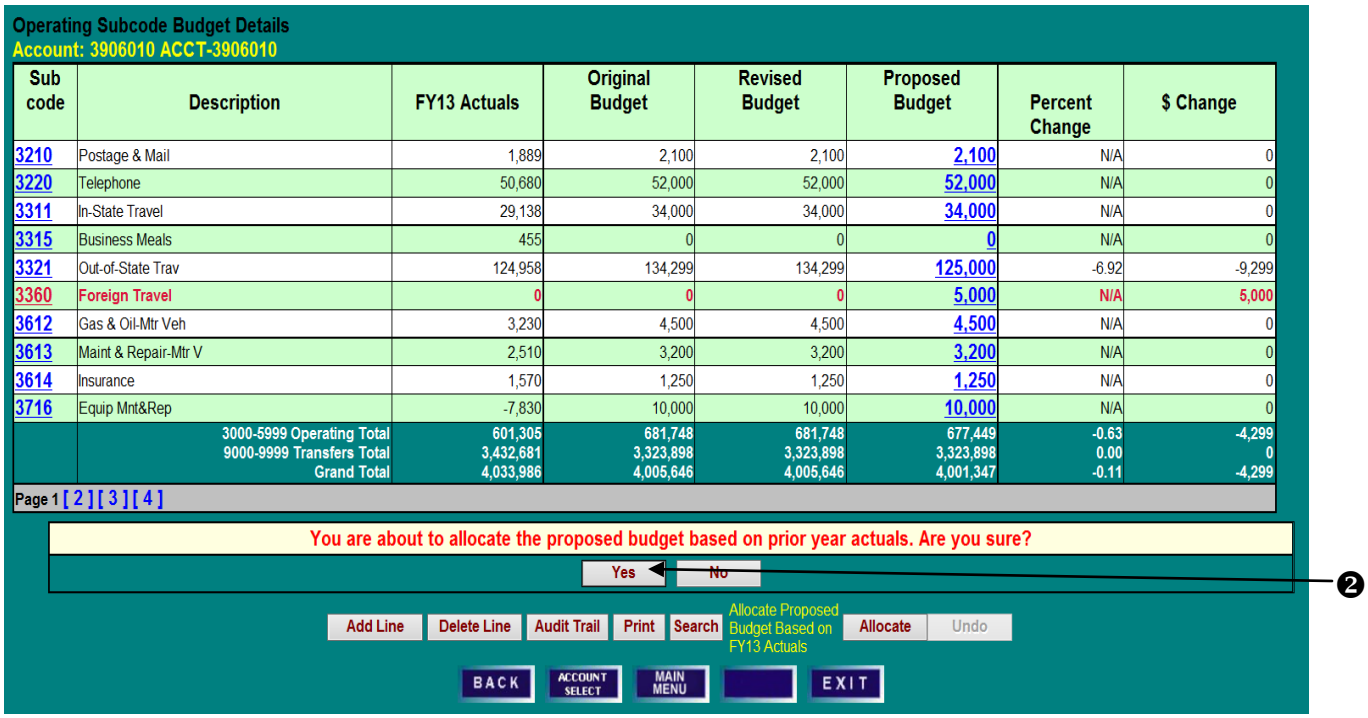
Allocate Proposed Budget Based on FY13 Actuals
Allocate
Undo
BACK
ACCOUNT SELECT
MAIN MENU
EXIT
1

2) BPM will spread the total proposed operating budget for subcodes 3000 – 5999 in the same proportion as prior year actuals were expended. Click "**Yes**" to proceed with the allocation or "**No**" to cancel the action.


Operating Subcode Budget Details
Account: 3906010 ACCT-3906010
Sub code | Description | FY13 Actuals | Original Budget | Revised Budget | Proposed Budget | Percent Change | $ Change
3210 | Postage & Mail | 1,889 | 2,100 | 2,100 | 2,100 | N/A | 0
3220 | Telephone | 50,680 | 52,000 | 52,000 | 52,000 | N/A | 0
3311 | In-State Travel | 29,138 | 34,000 | 34,000 | 34,000 | N/A | 0
3315 | Business Meals | 455 | 0 | 0 | 0 | N/A | 0
3321 | Out-of-State Trav | 124,958 | 134,299 | 134,299 | 125,000 | -6.92 | -9,299
3360 | Foreign Travel | 0 | 0 | 0 | 5,000 | N/A | 5,000
3612 | Gas & Oil-Mtr Veh | 3,230 | 4,500 | 4,500 | 4,500 | N/A | 0
3613 | Maint & Repair-Mtr V | 2,510 | 3,200 | 3,200 | 3,200 | N/A | 0
3614 | Insurance | 1,570 | 1,250 | 1,250 | 1,250 | N/A | 0
3716 | Equip Mnt&Rep | -7,830 | 10,000 | 10,000 | 10,000 | N/A | 0
3000-5999 Operating Total | 601,305 | 681,748 | 681,748 | 677,449 | -0.63 | -4,299
9000-9999 Transfers Total | 3,432,681 | 3,323,898 | 3,323,898 | 3,323,898 | 0.00 | 0
Grand Total | 4,033,986 | 4,005,646 | 4,005,646 | 4,001,347 | -0.11 | -4,299
Page 1 [2] [3] [4]
You are about to allocate the proposed budget based on prior year actuals. Are you sure?
Yes
No
Add Line
Delete Line
Audit Trail
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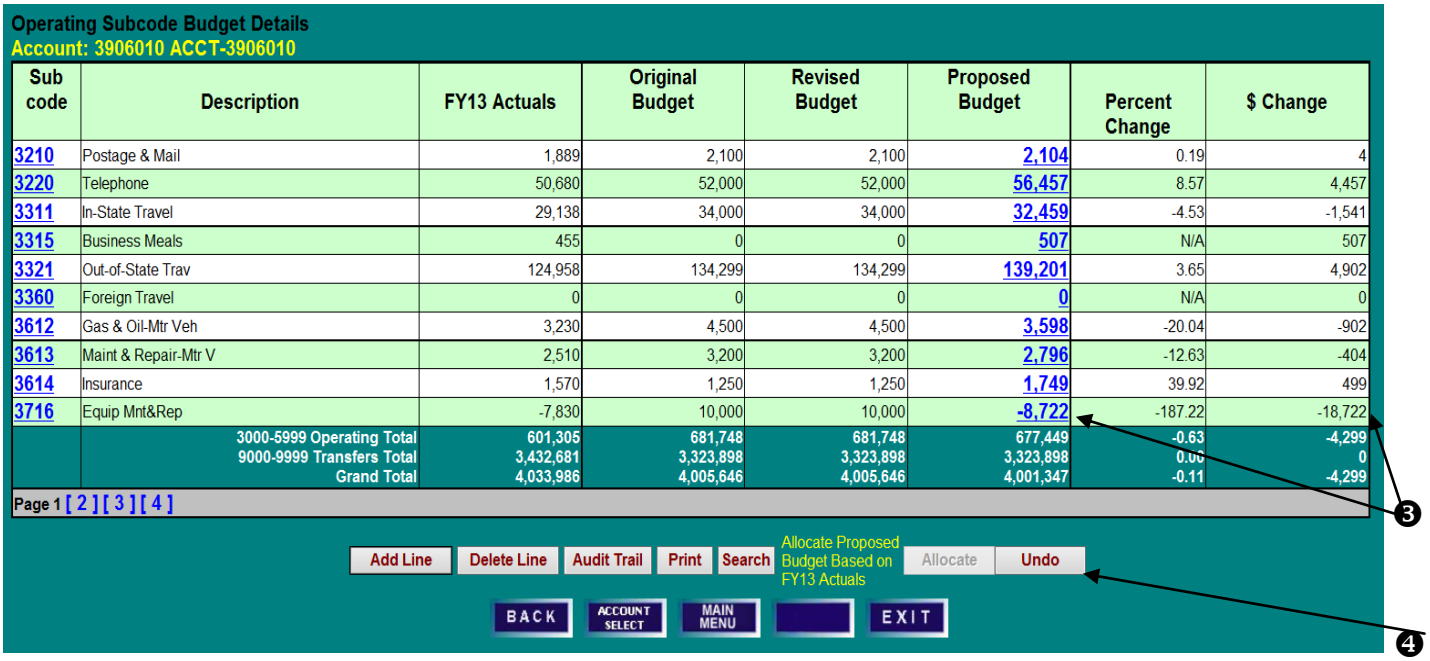
Allocate Proposed Budget Based on FY13 Actuals
Allocate
Undo
BACK
ACCOUNT SELECT
MAIN MENU
EXIT
2

SETTING BUDGETS FOR OTHER SALARIES & WAGES, REVENUE & OPERATING
OPERATING EXPENSE BUDGET ADJUSTMENTS

OPERATING SUBCODE BUDGET DETAILS SCREEN

3) Review the allocated subcode "**Proposed Budget"** amounts by subcode, as well as the percent and dollar changes.
4) The Allocation can be undone by clicking "**Undo**." This will restore the operating subcode budgets to their original amounts.



Operating Subcode Budget Details
Account: 3906010 ACCT-3906010

Sub code	Description	FY13 Actuals	Original Budget	Revised Budget	Proposed Budget	Percent Change	$ Change
3210	Postage & Mail	1,889	2,100	2,100	2,104	0.19	4
3220	Telephone	50,680	52,000	52,000	56,457	8.57	4,457
3311	In-State Travel	29,138	34,000	34,000	32,459	-4.53	-1,541
3315	Business Meals	455	0	0	507	N/A	507
3321	Out-of-State Trav	124,958	134,299	134,299	139,201	3.65	4,902
3360	Foreign Travel	0	0	0	0	N/A	0
3612	Gas & Oil-Mtr Veh	3,230	4,500	4,500	3,598	-20.04	-902
3613	Maint & Repair-Mtr V	2,510	3,200	3,200	2,796	-12.63	-404
3614	Insurance	1,570	1,250	1,250	1,749	39.92	499
3716	Equip Mnt&Rep	-7,830	10,000	10,000	-8,722	-187.22	-18,722
	3000-5999 Operating Total	601,305	681,748	681,748	677,449	-0.63	-4,299
	9000-9999 Transfers Total	3,432,681	3,323,898	3,323,898	3,323,898	0.00	0
	Grand Total	4,033,986	4,005,646	4,005,646	4,001,347	-0.11	-4,299

Page 1 [2] [3] [4]

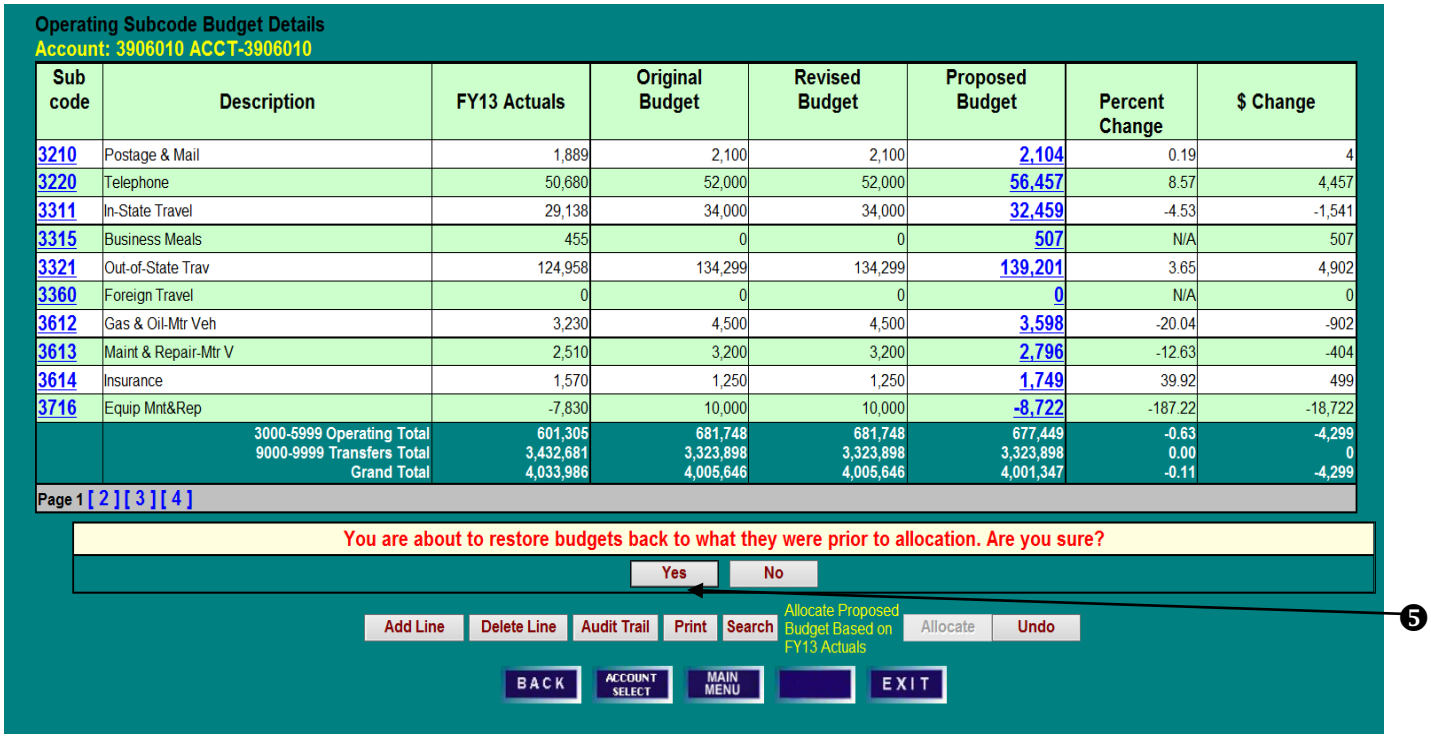
Add Line | Delete Line | Audit Trail | Print | Search | Allocate Proposed Budget Based on FY13 Actuals | Allocate | Undo

BACK | ACCOUNT SELECT | MAIN MENU | EXIT

3

4

5) Click "**Yes**" to confirm, or "**No**" to leave the operating budget allocation in place.



Operating Subcode Budget Details
Account: 3906010 ACCT-3906010

Sub code	Description	FY13 Actuals	Original Budget	Revised Budget	Proposed Budget	Percent Change	$ Change
3210	Postage & Mail	1,889	2,100	2,100	2,104	0.19	4
3220	Telephone	50,680	52,000	52,000	56,457	8.57	4,457
3311	In-State Travel	29,138	34,000	34,000	32,459	-4.53	-1,541
3315	Business Meals	455	0	0	507	N/A	507
3321	Out-of-State Trav	124,958	134,299	134,299	139,201	3.65	4,902
3360	Foreign Travel	0	0	0	0	N/A	0
3612	Gas & Oil-Mtr Veh	3,230	4,500	4,500	3,598	-20.04	-902
3613	Maint & Repair-Mtr V	2,510	3,200	3,200	2,796	-12.63	-404
3614	Insurance	1,570	1,250	1,250	1,749	39.92	499
3716	Equip Mnt&Rep	-7,830	10,000	10,000	-8,722	-187.22	-18,722
	3000-5999 Operating Total	601,305	681,748	681,748	677,449	-0.63	-4,299
	9000-9999 Transfers Total	3,432,681	3,323,898	3,323,898	3,323,898	0.00	0
	Grand Total	4,033,986	4,005,646	4,005,646	4,001,347	-0.11	-4,299

Page 1 [2] [3] [4]

You are about to restore budgets back to what they were prior to allocation. Are you sure?

Yes | No

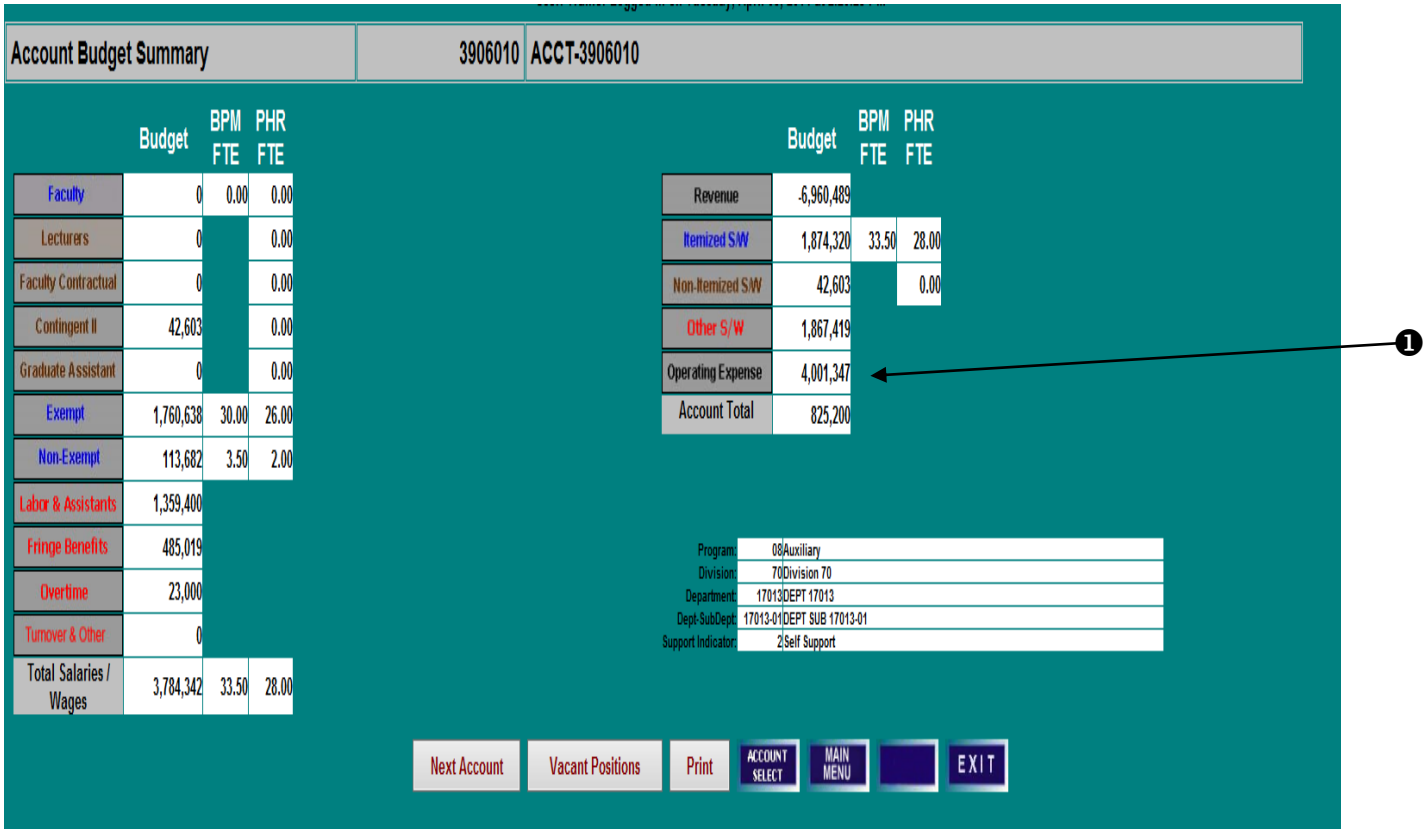
Add Line | Delete Line | Audit Trail | Print | Search | Allocate Proposed Budget Based on FY13 Actuals | Allocate | Undo

BACK | ACCOUNT SELECT | MAIN MENU | EXIT

SETTING BUDGETS FOR OTHER SALARIES & WAGES, REVENUE & OPERATING
OPERATING EXPENSE BUDGET ADJUSTMENTS

ACCOUNT BUDGET SUMMARY SCREEN

1) Note that the "**Operating Expense**" budget figure has been updated on the **Account Budget Summary** screen. Also note that budget totals on this screen should agree to final BPM budget reports run for the account.



BPM REPORTS MENU

BPM MAIN MENU

1) Click on "**Report Menu**" to access the BPM Report Menu screen.

BPM REPORTS MENU SCREEN

1) Select from Executive Level, Division, Department, Sub-Department or KFS Account from the **Main Category** drop-down lists, and
2) Select from Program, Element, Sub-Element, Major Fund Source or Support Indicator in the **Secondary Category** column, or
3) Enter an **KFS Account** number, and
4) Click on the desired report.

Reports Menu to View/Print BPM Reports
Main Category - Print/View Report by
Executive Level
Select Executive Level from the List
Division
Select Division Codes from the List
School
Select School Code from the List
Department
Select Department Code from the List
Dept-SubDept
Select SubDepartment Code from the List
KFS Account
Select KFS Account from the List
or Enter KFS Account
Secondary Category - Filter Report by
Program
All
Element
All
Sub-Element
All
Major Fund Source
All
Support Indicator
Default
REPORT OPTIONS
Proposed Budget Reports
Budget Summary
Budget Summary Details
Budget Summary Details by Account
Working Budget Changes Summary
Working Budget Changes Detail
Subcode Summary
Itemized Position Details
Title Code Summary
Position Vacancy
Detail Budget
BPM FTE > 1.00
Budget to Salary Comparison Reports
Salary Variance Summary
Salary Variance Summary Details
Salary Variance by Position
Audit Trail
Proposed Salary Reports
Salary Certification Summary - All Employees
Salary Certification Summary - Itemized Faculty
Salary Certification Summary - Exempt
Salary Certification Summary - Non-Exempt
Salary Certification by Account - All Employees
Salary Summary by Employee - All - % Inc > 10.00
Salary Summary by Employee - All Accounts
Salary Details by Employee - All Accounts
Increments Above Base Details by Employee - All Accounts
Salary Adjustments - FY 2015
Adjustments to Current Base Salary - All Accounts - Faculty
Adjustments to Current Base Salary - All Accounts - Exempt
Adjustments to Current Base Salary - All Accounts - Non-Exempt
Salary NOT Set by Account - All Positions
Salary NOT Set by Employee - All Positions
ACCOUNT SELECT
MAIN MENU
EXIT

REPORT DESCRIPTIONS

Report Title	Description	Example Potential Use
Proposed Budget Reports		
Budget Summary	Provides high-level summary of proposed budget, BPM FTE, and PHR FTE for the organization selected in 'Main Category'. Allows drill-down to Budget Summary Details, which shows details at the next lower organizational level than the one selected in 'Main Category'; i.e., departments within the division if division was selected in the 'Main Category'.	Serves as an 'at-a-glance' overall proposed budget reference for internal budget discussions.
Budget Summary Details	Provides a break-out of summarized proposed budget, BPM FTE, and PHR FTE by the next organizational level down for the one selected in the 'Main Category'. For example, if the organization selected in 'Main Category' is 'Division', the Budget Summary details would show information for the departments that make up that division. Provides further drill-down to the next lower organizational level.	Research differences between proposed budget entered into BPM Working Budget and BFA's (or college's) Budget Tracking Sheet.
Budget Summary Details by Account	Presents Budget FTE, Salary and Operating Budgets at the account level, subtotaled by Division, Department, and Sub-Department, depending on "Main Category" selections.	Reconcile budget entered into BPM Working Budget to BFA (or college's) budget tracking sheet.
Working Budget Changes Summary	Summarizes revised and proposed budget, including total dollar, percent changes, and BPM FTE. Also, presents BPM FTE for the proposed budget. Allows drill-down to Detail of Working Budget Changes, which shows information at lower organizational levels than the organization in 'Main Category'; i.e., departments within the division if division was the organizational level selected in 'Main Category'.	Reconcile proposed budget entered into BPM Working Budget to BFA (or college's) Budget Tracking Sheet. Research reconciliation differences between the proposed budget and the BFA (or college's) Budget Tracking Sheet.
Working Budget Changes Detail	Provides a break-out of summarized revised and proposed budget, including total dollar, percent changes, and BPM FTE, by the next organizational level down from the one selected in 'Main Category'; i.e., departments within the division if division was the organizational level selected in 'Main Category'. Provides further drill-down to the next lower organizational level. Also, displays BPM FTE for the proposed budget.	Research reconciliation differences between the proposed budget and the BFA (or college's) Budget Tracking Sheet.

REPORT DESCRIPTIONS

Report Title	Description	Example Potential Use
Subcode Summary	Summarizes revised and proposed budget dollars by subcode with the percentage and dollar change. Also presents FTE for the proposed budget.	Use to compute turnover and compare to budget guidelines. Confirm expected subcode changes are accurate and research reconciliation differences.
Itemized Position Details	Provides revised and proposed budget details by account then subcode, position number, and title code along with BPM FTE, dollar and percentage change.	Confirm budgets have been updated for each position and assess the reasonableness of the budgets.
Title Code Summary	Summarizes revised and proposed budget dollars by title code with the dollar and percentage change. Also presents BPM FTE for the proposed budget.	Assess overall reasonableness of proposed itemized personnel budget (dollars and FTE).
Position Vacancy	Provides revised and proposed budget for each vacant position, sorted by account then by subcode. Also provides BPM FTE, dollar and percentage change, and comments.	Assess accuracy of vacant positions (whether truly vacant and appropriateness of budget).
Detail Budget	Provides details of budget by account, then subcode, of itemized positions, non-itemized positions, and operating (non-salary and wages) budget.	Research details of summarized budget. For future reference purposes, print or save an electronic version when the working budget is finalized.
BPM FTE > 1	Provides positions whose BPM FTE in total is greater than 1.00.	Identify positions over budgeted that need to be fixed to not exceed 1 FTE.
Budget to Salary Comparison Reports		
Salary Variance Summary	Compares summarized proposed budget to proposed salary and BPM FTE to PHR FTE. Provides drill-down to the Salary Variance Summary Details as well as the Salary Variance by Position report at the next lower organizational level.	Verify proposed salaries have been adequately budgeted.
Salary Variance Summary Details	Provides a break-out of the comparison of summarized proposed budget to proposed salary and BPM FTE to PHR FTE by the next organizational level down for the one selected in the 'Main Category'. Provides further drill-down to the next organizational level or to the Salary Variance by Position report.	Research salary to budget comparison variances.

REPORT DESCRIPTIONS

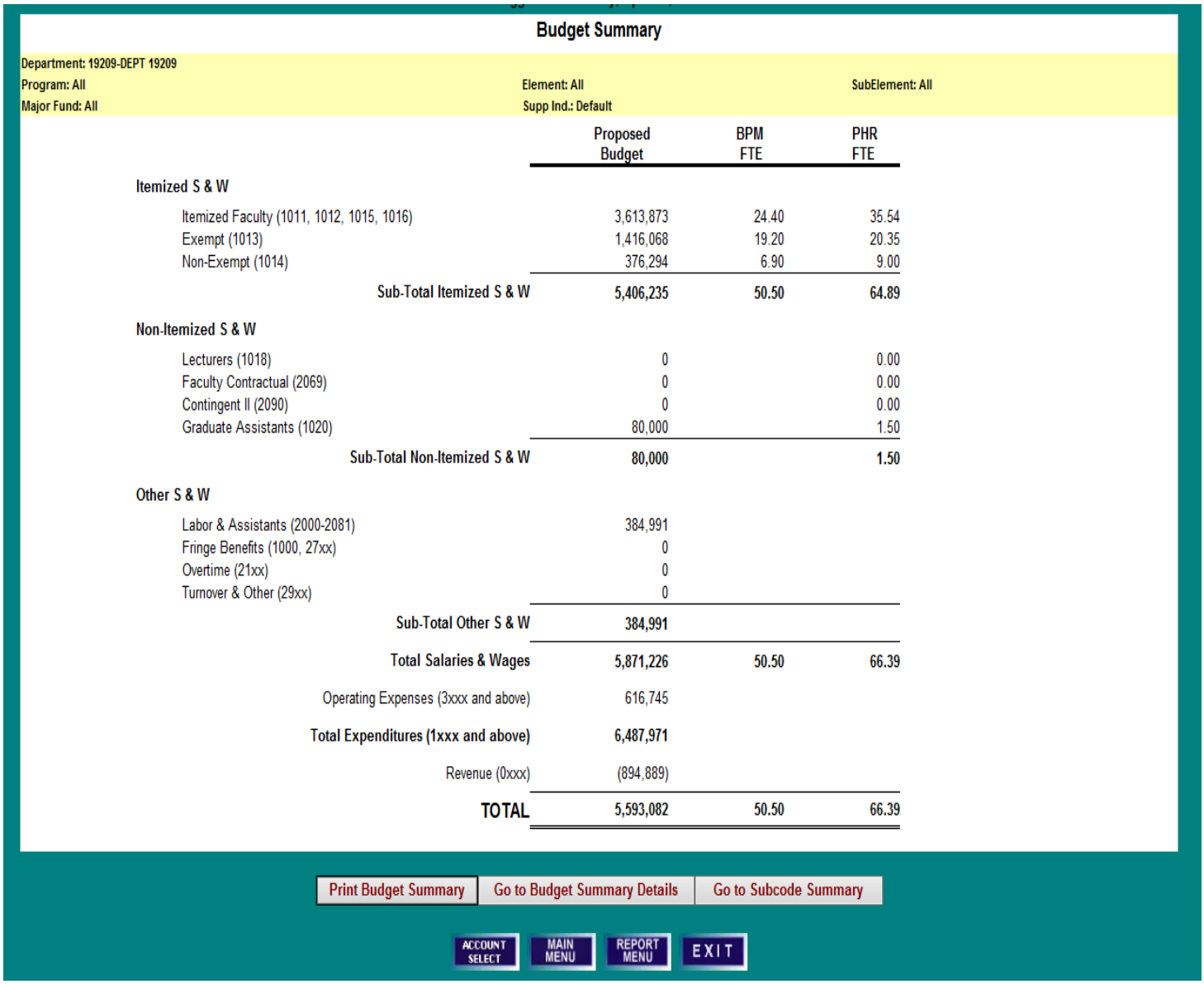
Report Title	Description	Example Potential Use
Salary Variance by Position	Compares position-level proposed budget to proposed salary and BPM FTE to PHR FTE summarized at the next organizational level down for the one selected in the 'Main Category'.	Research salary to budget comparison variances.
Audit		
Audit Trail Report	Details changes made to the working budget.	Research adjustments made to the working budget.
Proposed Salary Reports		
Salary Certification Summary - All Employees - Itemized Faculty - Exempt - Non-exempt - By Account	Provides proposed salary details (COLA, merit, etc.) in the organizational level selected in 'Main Category'. f the employee's funding spans multiple organizations, the report only shows the portion of the salary within the organization selected . The first four summarize by employee and then provide the details for the accounts within the organization. The last report "By Account" is ordered by the accounts within the organization and then by the employees within that account.	Verify proposed salaries have been set for employees appropriately; i.e., Total salary is equal to base salary and increments in ARS PLUS approved COLA, merit, retention and promotion.
Salary Summary by Employee- All-% Incr > 10.00	Identifies persons whose proposed salary increase (the combination of COLA, merit, retention, equity, and other) on all accounts paid exceeds 10% of the person's adjusted current base.	Identify persons whose proposed salaries may need the President's approval as the increase exceeds 10% of the person's adjusted current base.
Salary Summary by Employee- All Accounts	Provides total proposed salary (all accounts paid on) for all persons who have all or a portion of their salary within the organization selected in 'Main Category'.	Verify total proposed salary for the employee is reasonable.
Salary Details by Employee – All Accounts	Breaks down an employee's total proposed salary by account. Provides an account-level detail of the Salary Summary by Employee – All Accounts..	Research composition of an employee's total proposed salary from all sources.
Increments Above Base Details by Employee - All Accounts	Provides detail of current and proposed administrative and acting salary increments.	Identify and verify employee administrative and acting increments that should be included in proposed salary budgets. **Please note that increments are not used for payroll conversion.**

REPORT DESCRIPTIONS

Report Title	Description	Example Potential Use
Salary Adjustments	Provides changes to salaries made by users to total proposed salary (all accounts paid on) for all persons who have all or a portion of their salary within the organization selected in 'Main Category'.	Identify persons for whom salary changes were made and verify salary changes inputted are accurate.
Adjustments to Current Base Salary – All Accounts-Faculty	Provides a detail of current base adjustments to faculty salaries; i.e., moves, reallocations and terminations, return from sabbatical or leave, and other faculty adjustments.	Verify adjustments to current base are appropriate.
Adjustments to Current Base Salary – All Accounts – Exempt	Provides a detail of current base adjustments to exempt salaries; i.e., increases to salary range minimum, moves, reallocation or termination, and reclasses after freeze and before 7/1.	Verify adjustments to current base are appropriate.
Adjustments to Current Base Salary – All Accounts – Non-Exempt	Provides a detail of current base adjustments to non-exempt salaries; i.e., increase to salary range minimum, complete probation before 7/1, move, reallocation or termination, and early completion of probation before July 1st.	Verify adjustments to current base are appropriate.
Salary Not Set by Account – All Positions *(1)*	Identifies persons whose salaries have not been set in the accounts belonging in the organization selected in 'Main Category'.	Verify all salaries have been set in the accounts for which you are responsible.
Salary Not Set by Employee – All Positions *(1)*	Identifies persons whose salaries have not been set in the entirety.	Verify all salaries have been set (in total) for all employees.

(*1*) In years where COLA and Merit are not applicable, salaries are loaded as 'set', so these reports should not show any data. The report example shows the message you will receive when trying to run this report when all salaries have been set.

REPORT DESCRIPTIONS
BUDGET SUMMARY



Budget Summary

Department: 19209-DEPT 19209
Program: All | Element: All | SubElement: All
Major Fund: All | Supp Ind.: Default

	Proposed Budget	BPM FTE	PHR FTE
Itemized S & W			
Itemized Faculty (1011, 1012, 1015, 1016)	3,613,873	24.40	35.54
Exempt (1013)	1,416,068	19.20	20.35
Non-Exempt (1014)	376,294	6.90	9.00
Sub-Total Itemized S & W	**5,406,235**	**50.50**	**64.89**
Non-Itemized S & W			
Lecturers (1018)	0		0.00
Faculty Contractual (2069)	0		0.00
Contingent II (2090)	0		0.00
Graduate Assistants (1020)	80,000		1.50
Sub-Total Non-Itemized S & W	**80,000**		**1.50**
Other S & W			
Labor & Assistants (2000-2081)	384,991		
Fringe Benefits (1000, 27xx)	0		
Overtime (21xx)	0		
Turnover & Other (29xx)	0		
Sub-Total Other S & W	**384,991**		
Total Salaries & Wages	**5,871,226**	**50.50**	**66.39**
Operating Expenses (3xxx and above)	616,745		
Total Expenditures (1xxx and above)	**6,487,971**		
Revenue (0xxx)	(894,889)		
TOTAL	**5,593,082**	**50.50**	**66.39**

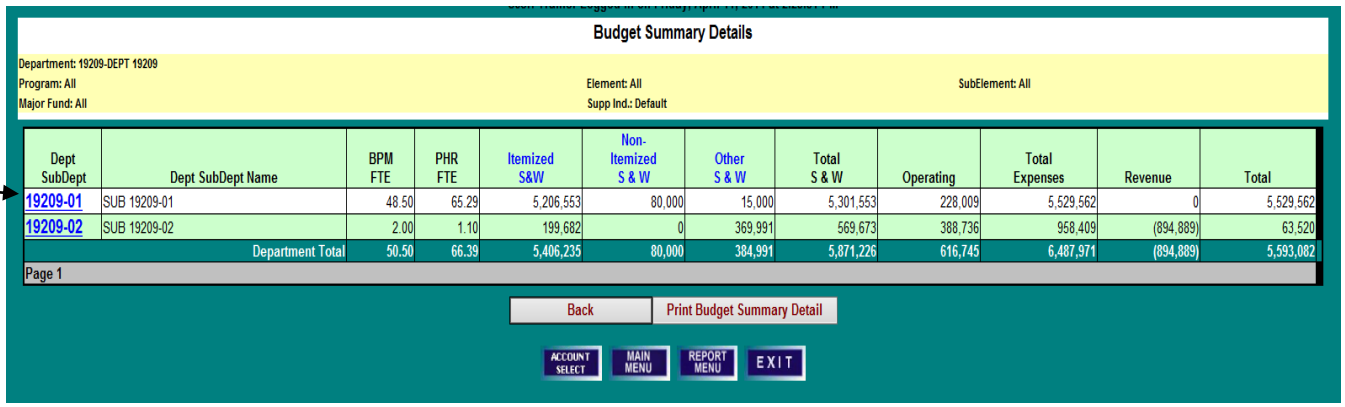
Print Budget Summary | Go to Budget Summary Details | Go to Subcode Summary

ACCOUNT SELECT | MAIN MENU | REPORT MENU | EXIT

REPORT DESCRIPTIONS
BUDGET SUMMARY DETAILS

1) Click on the hyper-linked (blue letters and numbers) to drill-down to further details.

First Drill-down: From Department/Sub-Department to Accounts



Budget Summary Details

Department: 19209-DEPT 19209
Program: All
Major Fund: All
Element: All
Supp Ind.: Default
SubElement: All

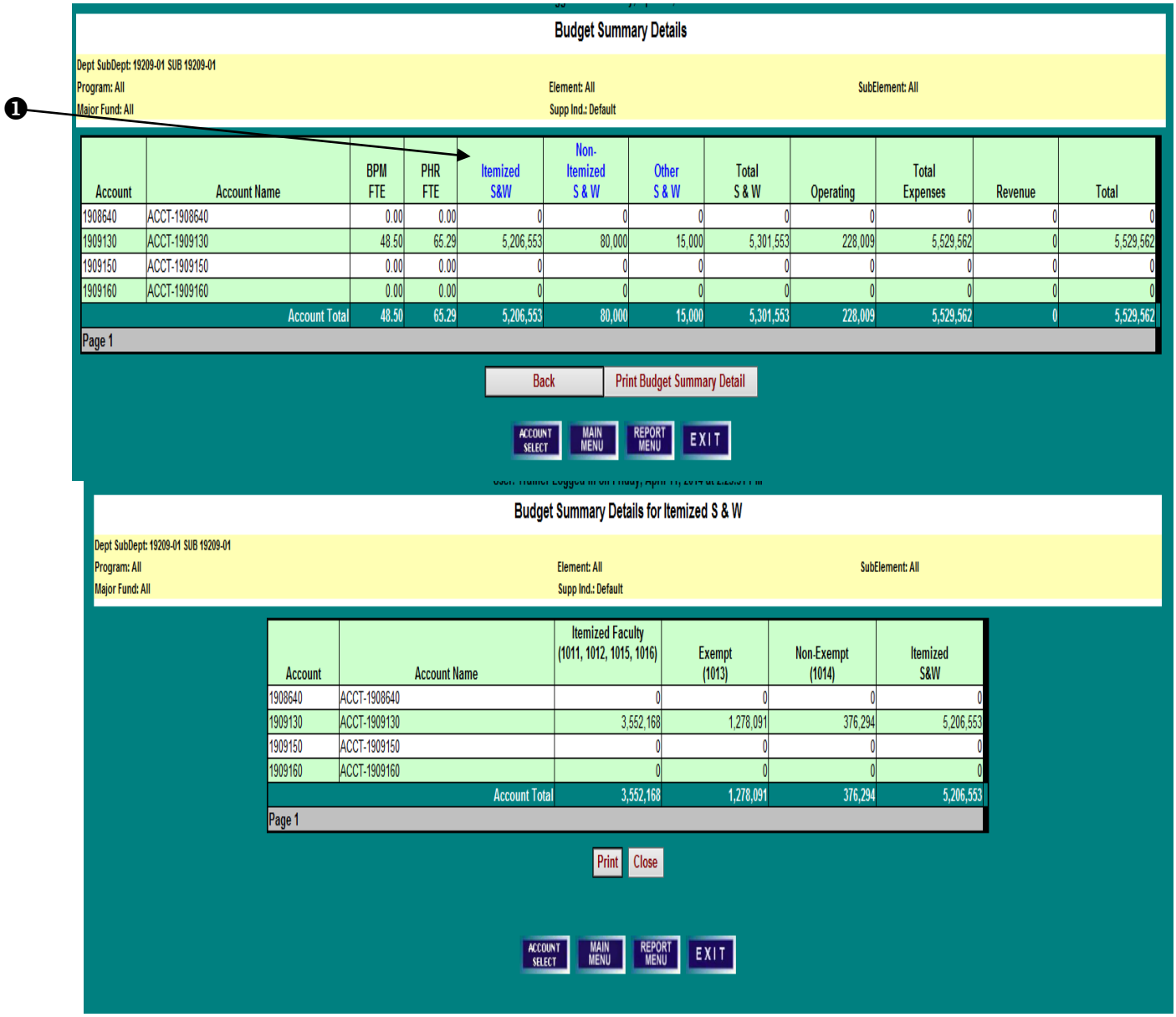
Dept SubDept	Dept SubDept Name	BPM FTE	PHR FTE	Itemized S&W	Non-Itemized S & W	Other S & W	Total S & W	Operating	Total Expenses	Revenue	Total
19209-01	SUB 19209-01	48.50	65.29	5,206,553	80,000	15,000	5,301,553	228,009	5,529,562	0	5,529,562
19209-02	SUB 19209-02	2.00	1.10	199,682	0	369,991	569,673	388,736	958,409	(894,889)	63,520
	Department Total	50.50	66.39	5,406,235	80,000	384,991	5,871,226	616,745	6,487,971	(894,889)	5,593,082

Page 1

Back | Print Budget Summary Detail

ACCOUNT SELECT | MAIN MENU | REPORT MENU | EXIT

Second Drill-down: From Account Budget Summary to Itemized S&W Summary



Budget Summary Details

Dept SubDept: 19209-01 SUB 19209-01
Program: All
Major Fund: All
Element: All
Supp Ind.: Default
SubElement: All

Account	Account Name	BPM FTE	PHR FTE	Itemized S&W	Non-Itemized S & W	Other S & W	Total S & W	Operating	Total Expenses	Revenue	Total
1908640	ACCT-1908640	0.00	0.00	0	0	0	0	0	0	0	0
1909130	ACCT-1909130	48.50	65.29	5,206,553	80,000	15,000	5,301,553	228,009	5,529,562	0	5,529,562
1909150	ACCT-1909150	0.00	0.00	0	0	0	0	0	0	0	0
1909160	ACCT-1909160	0.00	0.00	0	0	0	0	0	0	0	0
	Account Total	48.50	65.29	5,206,553	80,000	15,000	5,301,553	228,009	5,529,562	0	5,529,562

Page 1

Back | Print Budget Summary Detail

ACCOUNT SELECT | MAIN MENU | REPORT MENU | EXIT

Budget Summary Details for Itemized S & W

Dept SubDept: 19209-01 SUB 19209-01
Program: All
Major Fund: All
Element: All
Supp Ind.: Default
SubElement: All

Account	Account Name	Itemized Faculty (1011, 1012, 1015, 1016)	Exempt (1013)	Non-Exempt (1014)	Itemized S&W
1908640	ACCT-1908640	0	0	0	0
1909130	ACCT-1909130	3,552,168	1,278,091	376,294	5,206,553
1909150	ACCT-1909150	0	0	0	0
1909160	ACCT-1909160	0	0	0	0
	Account Total	3,552,168	1,278,091	376,294	5,206,553

Page 1

Print | Close

ACCOUNT SELECT | MAIN MENU | REPORT MENU | EXIT

REPORT DESCRIPTIONS
BUDGET SUMMARY DETAILS BY ACCOUNT

Budget Preparation and Maintenance System — FY 2015 Working Budget

Budget Summary Details by Account

Report printed by: Trainer on Friday, April 11, 2014 at 3:42:04 PM

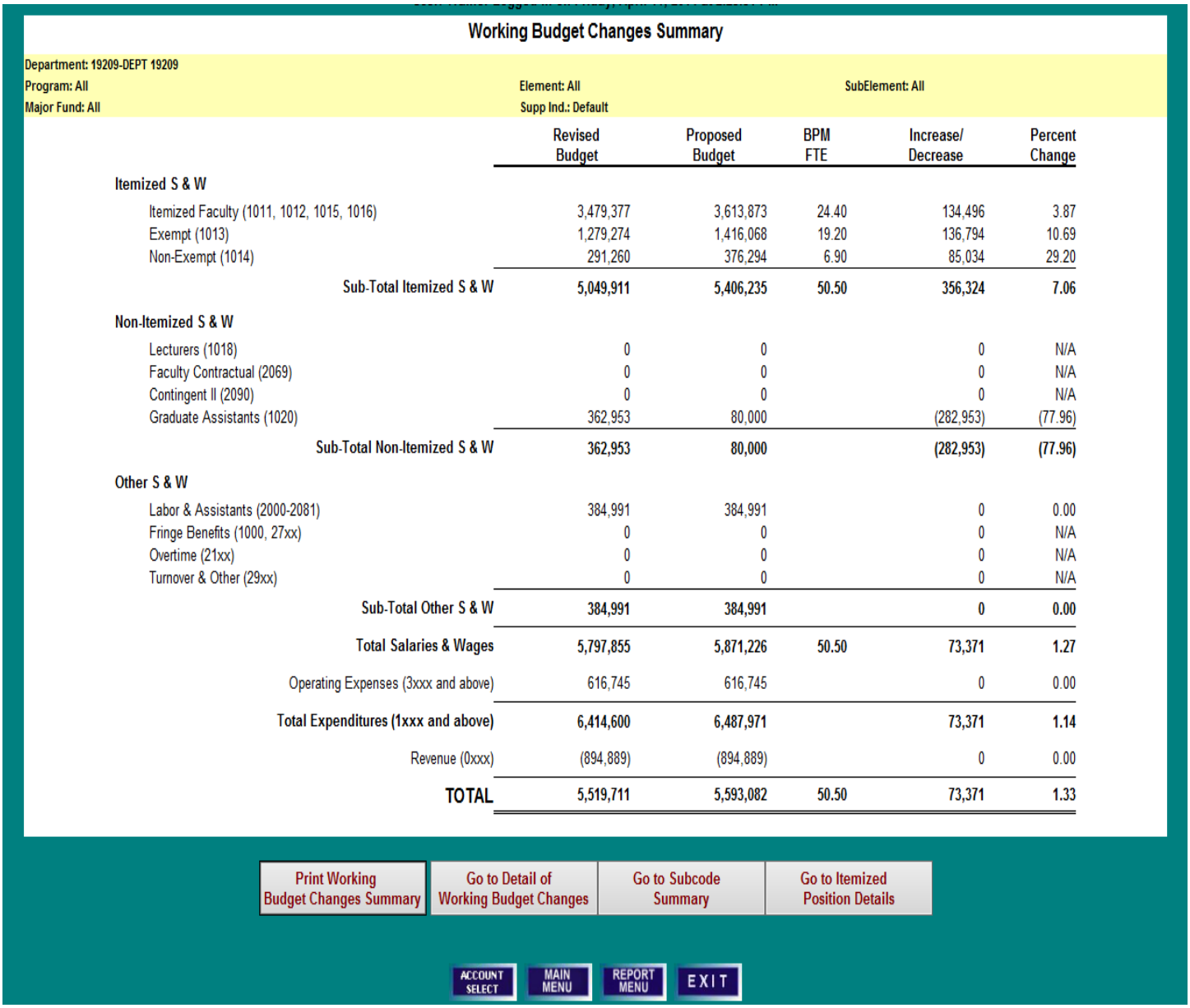
Department: 19209-DEPT 19209 | Program: All | Element: All | SubElement: All

Major Fund: All | Supp Ind.: Default

KFS Account	FRS Account Name	BPM FTE	Itemized Salaries & Wages	Non-Itemized Salaries & Wages	Other Salaries & Wages	Total Salaries & Wages	Total Operating Expenses (3xxx and above)	Total Expenses	Total Revenue	Total
Division: 92 Division 92										
Department: 19209 DEPT 19209										
1908640	ACCT-1908640	0.00	0	0	0	0	0	0	0	0
1909130	ACCT-1909130	48.50	5,206,553	80,000	15,000	5,301,553	228,009	5,529,562	0	5,529,562
1909140	ACCT-1909140	2.00	199,682	0	369,991	569,673	388,736	958,409	-894,889	63,520
1909150	ACCT-1909150	0.00	0	0	0	0	0	0	0	0
1909160	ACCT-1909160	0.00	0	0	0	0	0	0	0	0
	Department Total	50.50	5,406,235	80,000	384,991	5,871,226	616,745	6,487,971	-894,889	5,593,082
	Division Total	50.50	5,406,235	80,000	384,991	5,871,226	616,745	6,487,971	-894,889	5,593,082
	Grand Total	50.50	5,406,235	80,000	384,991	5,871,226	616,745	6,487,971	-894,889	5,593,082

Page 1 of 1

REPORT DESCRIPTIONS
WORKING BUDGET CHANGES SUMMARY



Working Budget Changes Summary

Department: 19209-DEPT 19209
Program: All | Element: All | SubElement: All
Major Fund: All | Supp Ind.: Default

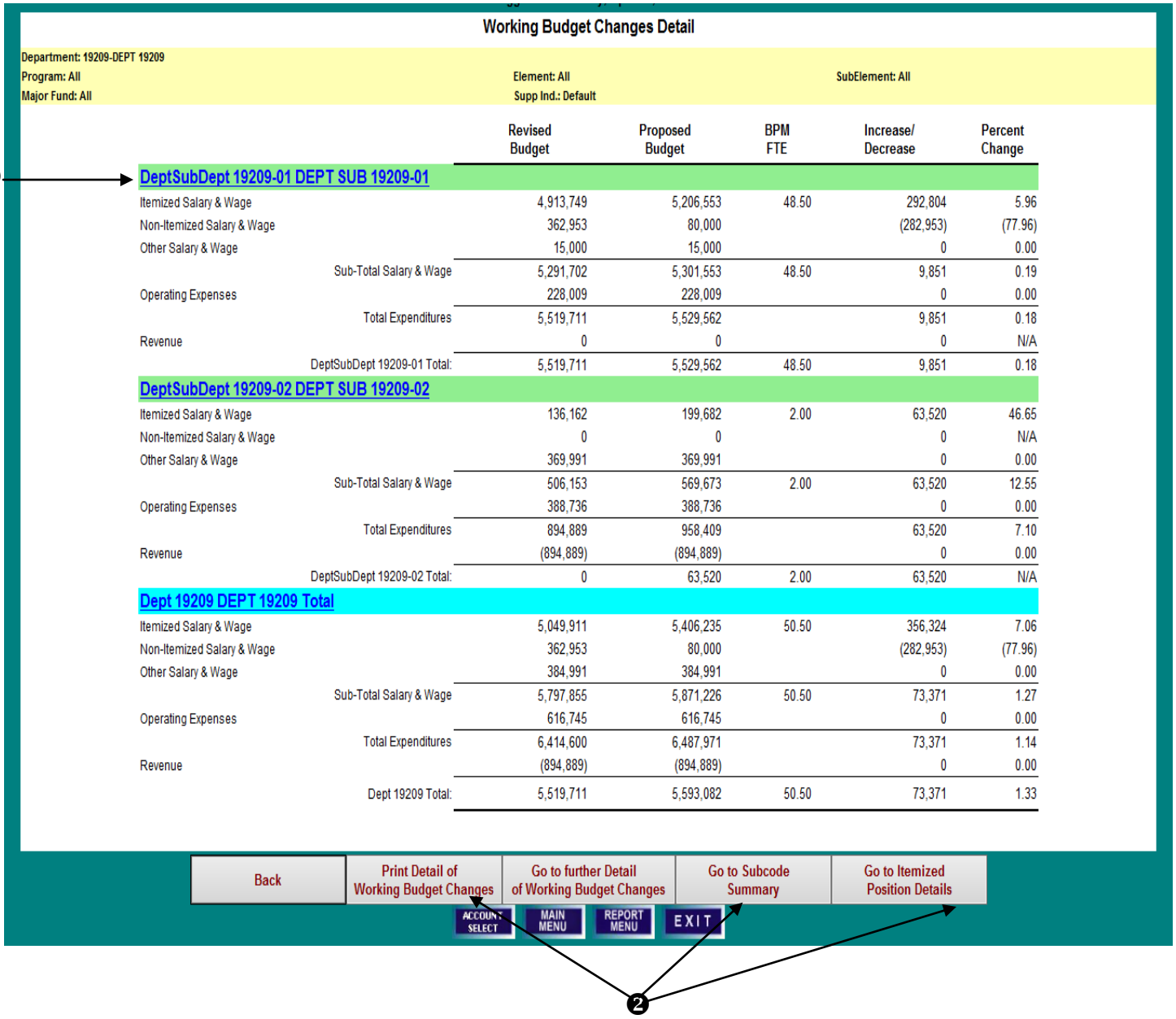
	Revised Budget	Proposed Budget	BPM FTE	Increase/ Decrease	Percent Change
Itemized S & W					
Itemized Faculty (1011, 1012, 1015, 1016)	3,479,377	3,613,873	24.40	134,496	3.87
Exempt (1013)	1,279,274	1,416,068	19.20	136,794	10.69
Non-Exempt (1014)	291,260	376,294	6.90	85,034	29.20
Sub-Total Itemized S & W	**5,049,911**	**5,406,235**	**50.50**	**356,324**	**7.06**
Non-Itemized S & W					
Lecturers (1018)	0	0		0	N/A
Faculty Contractual (2069)	0	0		0	N/A
Contingent II (2090)	0	0		0	N/A
Graduate Assistants (1020)	362,953	80,000		(282,953)	(77.96)
Sub-Total Non-Itemized S & W	**362,953**	**80,000**		**(282,953)**	**(77.96)**
Other S & W					
Labor & Assistants (2000-2081)	384,991	384,991		0	0.00
Fringe Benefits (1000, 27xx)	0	0		0	N/A
Overtime (21xx)	0	0		0	N/A
Turnover & Other (29xx)	0	0		0	N/A
Sub-Total Other S & W	**384,991**	**384,991**		**0**	**0.00**
Total Salaries & Wages	**5,797,855**	**5,871,226**	**50.50**	**73,371**	**1.27**
Operating Expenses (3xxx and above)	616,745	616,745		0	0.00
Total Expenditures (1xxx and above)	**6,414,600**	**6,487,971**		**73,371**	**1.14**
Revenue (0xxx)	(894,889)	(894,889)		0	0.00
TOTAL	**5,519,711**	**5,593,082**	**50.50**	**73,371**	**1.33**

Print Working Budget Changes Summary | Go to Detail of Working Budget Changes | Go to Subcode Summary | Go to Itemized Position Details

ACCOUNT SELECT | MAIN MENU | REPORT MENU | EXIT

REPORT DESCRIPTIONS
WORKING BUDGET CHANGES DETAIL

1) To Print, Go to Further Details, Go to Subcode Summary, or Go to Itemized Position Details, first click on the hyper-linked letters in the green unit header line.
2) Then click on the "Print" or "Go to" action desired.


Working Budget Changes Detail
Department: 19209-DEPT 19209
Program: All
Element: All
SubElement: All
Major Fund: All
Supp Ind.: Default
Revised Budget
Proposed Budget
BPM FTE
Increase/ Decrease
Percent Change
1
DeptSubDept 19209-01 DEPT SUB 19209-01
Itemized Salary & Wage 4,913,749 5,206,553 48.50 292,804 5.96
Non-Itemized Salary & Wage 362,953 80,000 (282,953) (77.96)
Other Salary & Wage 15,000 15,000 0 0.00
Sub-Total Salary & Wage 5,291,702 5,301,553 48.50 9,851 0.19
Operating Expenses 228,009 228,009 0 0.00
Total Expenditures 5,519,711 5,529,562 9,851 0.18
Revenue 0 0 0 N/A
DeptSubDept 19209-01 Total: 5,519,711 5,529,562 48.50 9,851 0.18
DeptSubDept 19209-02 DEPT SUB 19209-02
Itemized Salary & Wage 136,162 199,682 2.00 63,520 46.65
Non-Itemized Salary & Wage 0 0 0 N/A
Other Salary & Wage 369,991 369,991 0 0.00
Sub-Total Salary & Wage 506,153 569,673 2.00 63,520 12.55
Operating Expenses 388,736 388,736 0 0.00
Total Expenditures 894,889 958,409 63,520 7.10
Revenue (894,889) (894,889) 0 0.00
DeptSubDept 19209-02 Total: 0 63,520 2.00 63,520 N/A
Dept 19209 DEPT 19209 Total
Itemized Salary & Wage 5,049,911 5,406,235 50.50 356,324 7.06
Non-Itemized Salary & Wage 362,953 80,000 (282,953) (77.96)
Other Salary & Wage 384,991 384,991 0 0.00
Sub-Total Salary & Wage 5,797,855 5,871,226 50.50 73,371 1.27
Operating Expenses 616,745 616,745 0 0.00
Total Expenditures 6,414,600 6,487,971 73,371 1.14
Revenue (894,889) (894,889) 0 0.00
Dept 19209 Total: 5,519,711 5,593,082 50.50 73,371 1.33
Back
Print Detail of Working Budget Changes
Go to further Detail of Working Budget Changes
Go to Subcode Summary
Go to Itemized Position Details
ACCOUNT SELECT
MAIN MENU
REPORT MENU
EXIT
2

REPORT DESCRIPTIONS
SUBCODE SUMMARY

Department: 19209-DEPT 19209	Program: All	Element: All	SubElement: All
Major Fund: All	Supp Ind.: Default		

Subcode Summary

Sub code	Subcode Description	BPM FTE	Revised Budget	Proposed Budget	Increase/ Decrease	Percent Change
	Salaries & Wages					
1011	Faculty Academic Yr	6.00	558,849	558,849	0	0.00
1012	Faculty 12 months	18.40	2,920,528	3,055,024	134,496	4.61
1013	Exempt Staff	19.20	1,279,274	1,416,068	136,794	10.69
1014	Non-Exempt Staff	6.90	291,260	376,294	85,034	29.20
	Sub-Total Itemized S&W	**50.50**	**5,049,911**	**5,406,235**	**356,324**	**7.06**
1020	Graduate Assistants		362,953	80,000	(282,953)	-77.96
	Sub-Total Non-Itemized S&W		**362,953**	**80,000**	**(282,953)**	**-77.96**
2000	Labor & Assistance		15,000	15,000	0	0.00
2071	Faculty SumSch/Other		331,588	331,588	0	0.00
2075	Student Wages		38,403	38,403	0	0.00
	Sub-Total Other S&W		**384,991**	**384,991**	**0**	**0.00**
	Salaries & Wages Total	**50.50**	**5,797,855**	**5,871,226**	**73,371**	**1.27**
	Operating Expenses					
3210	Postage & Mail		23,126	23,126	0	0.00
3220	Telephone		80,451	80,451	0	0.00
3311	In-State Travel		17,091	17,091	0	0.00
3321	Out-of-State Trav		15,000	15,000	0	0.00
3325	Faculty Recruit Trav		2,991	2,991	0	0.00
3716	Equip Mnt&Rep		3,924	3,924	0	0.00
3717	Equip Rental		15,000	15,000	0	0.00
3718	Printing & Reproduct		45,000	45,000	0	0.00
3724	Advertising-General		40,671	40,671	0	0.00
3746	Food Service		42,000	42,000	0	0.00
3752	Other Contract Serv		44,394	44,394	0	0.00
3771	Summ Prog Reimbursem		(9,547)	(9,547)	0	0.00
3772	Reimbursable		(25,888)	(25,888)	0	0.00
3885	Acad DP Contractual		5,010	5,010	0	0.00
3914	Laboratory		25,000	25,000	0	0.00
3916	Office Supplies		25,714	25,714	0	0.00
3924	Instructional		1,355	1,355	0	0.00
3948	Dup & Printing		5,485	5,485	0	0.00
3952	Other Supply/Matl		1,000	1,000	0	0.00
3953	Office Equip <$5000		6,354	6,354	0	0.00
3990	Academic DP Supplies		9,690	9,690	0	0.00
3991	Admin DP Supplies		1,159	1,159	0	0.00
4070	Furniture		15,000	15,000	0	0.00
4361	Sens Equip-Comp-Ac/R		18,000	18,000	0	0.00
4600	Student Aid		105,400	105,400	0	0.00
4610	Remit Schol/Fellow		5,295	5,295	0	0.00

REPORT DESCRIPTIONS
SUBCODE SUMMARY (CONTINUED)

Subcode Summary

Sub code	Subcode Description	BPM FTE	Revised Budget	Proposed Budget	Increase/ Decrease	Percent Change
4710	Staff Development		2,117	2,117	0	0.00
4930	Assoc Dues		1,794	1,794	0	0.00
4999	Other Fixed Chgs		48,490	48,490	0	0.00
9933	NM Trf-Cost Containm		45,669	45,669	0	0.00
	Operating Expenses Total		**616,745**	**616,745**	**0**	**0.00**
	Revenue					
0118	Special Grad Tuition		(894,889)	(894,889)	0	0.00
	Revenue Total		**(894,889)**	**(894,889)**	**0**	**0.00**
	Grand Total:	**50.50**	**5,519,711**	**5,593,082**	**73,371**	**1.33**

REPORT DESCRIPTIONS
ITEMIZED POSITION DETAILS

Itemized Position Details

Report printed by: Trainer on Friday, April 11, 2014 at 4:19:08 PM

Report Selection By Department: 19209-DEPT 19209

Sub code	Position	Name	Title		BPM FTE	Revised Budget	Proposed Budget	Increase / Decrease	Percent Change
Exec Level: 20 Sr VP Academic Affairs&Provost				**Division: 92 Division 92**		**Department: 19209 DEPT 19209**			
Account: 1909130 ACCT-1909130									
1011	195701	Charles B Lee	9123509	Assoc Prof	1.00	77,078	77,078	0	0.00
1011	195713	Robert W Buggs	9148510	Prof	1.00	94,482	94,482	0	0.00
1011	195715	Victor D Malony	9148510	Prof	1.00	115,220	115,220	0	0.00
1011	195716	Kathy Dziczkaniec	9148510	Prof	1.00	92,212	92,212	0	0.00
1011	195728	Harry A Zhao	9148510	Prof	1.00	85,909	85,909	0	0.00
1011	195730	Jennifer Benkassem	9123509	Assoc Prof	1.00	93,948	93,948	0	0.00
1012	195038	James F Yellin	9148510	Prof	0.00	0	0	0	N/A
1012	195060	Sam S Rodriguez	9148510	Prof	0.00	0	0	0	N/A
				Acct: 4908210 FTE: 0.00 Budget: 0					
1012	195680	Isaak Starkey	9148510	Prof	0.45	124,750	124,750	0	0.00
1012	195683	Gregory Briscoe	9148510	Prof	0.70	110,449	110,449	0	0.00
1012	195684	Andre S Isaacs	9148510	Prof	0.35	91,736	91,736	0	0.00
				Acct: 1909530 FTE: 0.35 Budget: 100,174					
				Acct: 4902910 FTE: 0.00 Budget: 0					
1012	195685	Mark A Olson	9148510	Prof	0.00	0	0	0	N/A
1012	195686	Samir C Williamson	9148510	Prof	0.75	153,961	153,961	0	0.00
1012	195688	Andre L Slavin	9148510	Prof	0.00	0	0	0	N/A
				Acct: 1909530 FTE: 0.00 Budget: 0					
				Acct: 5908010 FTE: 0.00 Budget: 0					
1012	195689	Dunya Sprangle	9148510	Prof	0.75	92,851	92,851	0	0.00
				Acct: 2901430 FTE: 0.00 Budget: 0					
1012	195691	Gary L Dello-Russo	9149103	Prof & Assoc Chair	0.75	115,358	115,358	0	0.00
				Acct: 5908130 FTE: 0.00 Budget: 0					
1012	195692	Kerry Osada	9148510	Prof	0.75	117,209	117,209	0	0.00
				Acct: 5904800 FTE: 0.00 Budget: 0					
				Acct: 5907040 FTE: 0.00 Budget: 0					
1012	195693	Nancy O'Hara	9148510	Prof	0.75	131,290	131,290	0	0.00
1012	195694	Peter D Phelps	9217502	Asst Prof	0.75	87,207	87,207	0	0.00
1012	195696	Steven A Kappeler	9123801	Assoc Prof & Dir	0.75	87,278	30,853	(56,425)	-64.65
				Acct: 1909140 FTE: 0.00 Budget: 61,705					
				Acct: 1909530 FTE: 0.00 Budget: 30,853					
1012	195700	Nancy M Martinelli	9217502	Asst Prof	0.38	41,909	57,723	15,814	37.73
				Acct: 1909530 FTE: 0.37 Budget: 51,644					
				Acct: 5904250 FTE: 0.00 Budget: 0					
1012	195706	Edward H Weinekandt	9148510	Prof	0.38	50,066	50,066	0	0.00
				Acct: 1909530 FTE: 0.62 Budget: 176,195					
1012	195707	Shana Shive	9148518	Dist Univ Prof	0.00	0	0	0	N/A
1012	195710	Micheal Graham	9123509	Assoc Prof	0.75	98,383	98,383	0	0.00
				Acct: 2901430 FTE: 0.00 Budget: 0					

REPORT DESCRIPTIONS
TITLE CODE SUMMARY

Department: 19209-DEPT 19209	Program: All	Element: All	SubElement: All
Major Fund: All	Supp Ind.: Default		

Title Code Summary

Title Code	Title	BPM FTE	Revised Budget	Proposed Budget	Increase/ Decrease	Percent Change
9123509	Assoc Prof	2.00	171,026	171,026	0	0.00
9148510	Prof	4.00	387,823	387,823	0	0.00
9123509	Assoc Prof	2.66	407,882	409,197	1,315	0.32
9123801	Assoc Prof & Dir	0.75	102,458	92,558	(9,900)	-9.66
9148510	Prof	9.88	1,654,837	1,782,104	127,267	7.69
9148518	Dist Univ Prof	0.00	0	0	0	N/A
9149101	Prof & Chair	1.00	214,000	214,000	0	0.00
9149103	Prof & Assoc Chair	1.10	185,212	185,212	0	0.00
9217502	Asst Prof	3.01	356,139	371,953	15,814	4.44
	Itemized Faculty (1011, 1012, 1015, 1016)	**24.40**	**3,479,377**	**3,613,873**	**134,496**	**3.87**
9320505	Assoc Dir	1.00	74,707	74,707	0	0.00
9332020	Director	7.40	558,040	668,040	110,000	19.71
9334401	Exec Dir	1.00	110,591	110,591	0	0.00
9359005	Business Manager	1.00	51,090	51,090	0	0.00
9359007	Accountant	1.00	43,005	60,000	16,995	39.52
9430507	Coordinator	6.80	362,641	372,440	9,799	2.70
9757003	Systems Analyst	1.00	79,200	79,200	0	0.00
	Exempt (1013)	**19.20**	**1,279,274**	**1,416,068**	**136,794**	**10.69**
08AC300	Account Clerk III	1.00	30,388	31,148	760	2.50
09AA200	Admin Asst II	0.00	0	33,329	33,329	N/A
09ACC00	Accounting Assoc	0.00	0	39,584	39,584	N/A
10PM100	Prog Mgmt Spec I	2.90	110,618	118,223	7,605	6.88
14ISC00	IT Support Assoc	1.00	50,002	51,252	1,250	2.50
15EN300	Eng Tech III	2.00	100,252	102,758	2,506	2.50
	Non-Exempt (1014)	**6.90**	**291,260**	**376,294**	**85,034**	**29.20**
	Grand Total:	**50.50**	**5,049,911**	**5,406,235**	**356,324**	**7.06**

REPORT DESCRIPTIONS
POSITION VACANCY

Position Vacancy

Report printed by: Trainer on Friday, April 11, 2014 at 4:28:01 PM

Report Selection By Department: 19209-DEPT 19209

Sub code	Position	Title	BPM FTE	Revised Budget	Proposed Budget	Increase/ Decrease	% Change	Comments
Exec Level: 20 Sr VP Academic Affairs&Provost				Division: 92 Division 92				Department: 19209 DEPT 19209
Account: 1909140 ACCT-1909140								
1013	199719	9359007 Accountant	1.00	$43,005	$60,000	$16,995	39.52	Reclass
		Exempt (1013) Sub Total	1.00	$43,005	$60,000	$16,995	39.52	
		Account Total:	1.00	$43,005	$60,000	$16,995	39.52	
		Grand Total	1.00	$43,005	$60,000	$16,995	39.52	

Page 1 of 1

REPORT DESCRIPTIONS
DETAIL BUDGET

Detail Budget Report

Report printed by: Trainer on Friday, April 11, 2014 at 4:32:03 PM

Report Selection By Department: 19209-DEPT 19209

Sub code	Position	Name	Title		BPM FTE	Revised Budget	Proposed Budget	Increase / Decrease	Percent Change
Exec Level: 20 Sr VP Academic Affairs&Provost			Division: 92 Division 92			Department: 19209 DEPT 19209			
Account: 1908640 ACCT-1908640									
Non-Itemized Positions/Other Salary and Wage Budget									
1020		Graduate Assistants				0	0	0	N/A
2080		Summer Sal-Faculty				0	0	0	N/A
			Non-Itemized Positions/Other Salary and Wage Budget Total			0	0	0	N/A
Operating Budget									
4600		Student Aid				0	0	0	N/A
9949		Grad Fellow Trsfer				0	0	0	N/A
			Operating Budget Total			0	0	0	N/A
			Account Total		0.00	0	0	0	N/A
Account: 1909130 ACCT-1909130									
Itemized Positions Budget									
1011	195701	Charles B Lee	9123509	Assoc Prof	1.00	77,078	77,078	0	0.00
1011	195713	Robert W Buggs	9148510	Prof	1.00	94,482	94,482	0	0.00
1011	195715	Victor D Malony	9148510	Prof	1.00	115,220	115,220	0	0.00
1011	195716	Kathy Dziczkaniec	9148510	Prof	1.00	92,212	92,212	0	0.00
1011	195728	Harry A Zhao	9148510	Prof	1.00	85,909	85,909	0	0.00
1011	195730	Jennifer Benkassem	9123509	Assoc Prof	1.00	93,948	93,948	0	0.00
1012	195038	James F Yellin	9148510	Prof	0.00	0	0	0	N/A
1012	195060	Sam S Rodriguez	9148510	Prof	0.00	0	0	0	N/A
				Acct: 4908210 FTE: 0.00 Budget: 0					
1012	195680	Isaak Starkey	9148510	Prof	0.45	124,750	124,750	0	0.00
1012	195683	Gregory Briscoe	9148510	Prof	0.70	110,449	110,449	0	0.00
1012	195684	Andre S Isaacs	9148510	Prof	0.35	91,736	91,736	0	0.00
				Acct: 1909530 FTE: 0.35 Budget: 100,174					
				Acct: 4902910 FTE: 0.00 Budget: 0					
1012	195685	Mark A Olson	9148510	Prof	0.00	0	0	0	N/A
1012	195686	Samir C Williamson	9148510	Prof	0.75	153,961	153,961	0	0.00
1012	195688	Andre L Slavin	9148510	Prof	0.00	0	0	0	N/A
				Acct: 1909530 FTE: 0.00 Budget: 0					
				Acct: 5908010 FTE: 0.00 Budget: 0					
1012	195689	Dunya Sprangle	9148510	Prof	0.75	92,851	92,851	0	0.00
				Acct: 2901430 FTE: 0.00 Budget: 0					
1012	195691	Gary L Dello-Russo	9149103	Prof & Assoc Chair	0.75	115,358	115,358	0	0.00
				Acct: 5908130 FTE: 0.00 Budget: 0					
1012	195692	Kerry Osada	9148510	Prof	0.75	117,209	117,209	0	0.00
				Acct: 5904800 FTE: 0.00 Budget: 0					
				Acct: 5907040 FTE: 0.00 Budget: 0					
1012	195693	Nancy O'Hara	9148510	Prof	0.75	131,290	131,290	0	0.00
1012	195694	Peter D Phelps	9217502	Asst Prof	0.75	87,207	87,207	0	0.00

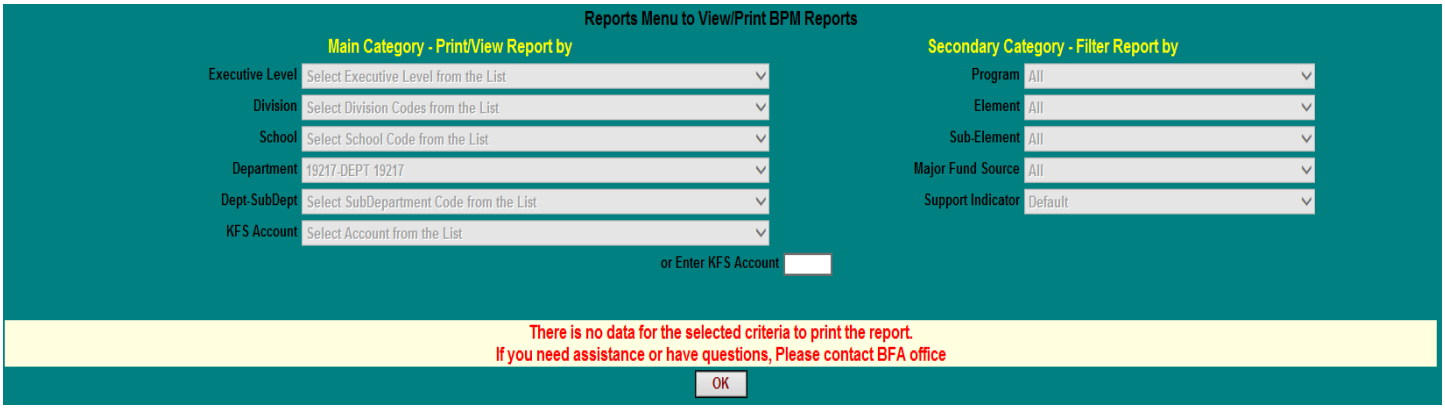
REPORT DESCRIPTIONS
BPM FTE > 1

BPM FTE > 1.00 by Position - All Accounts

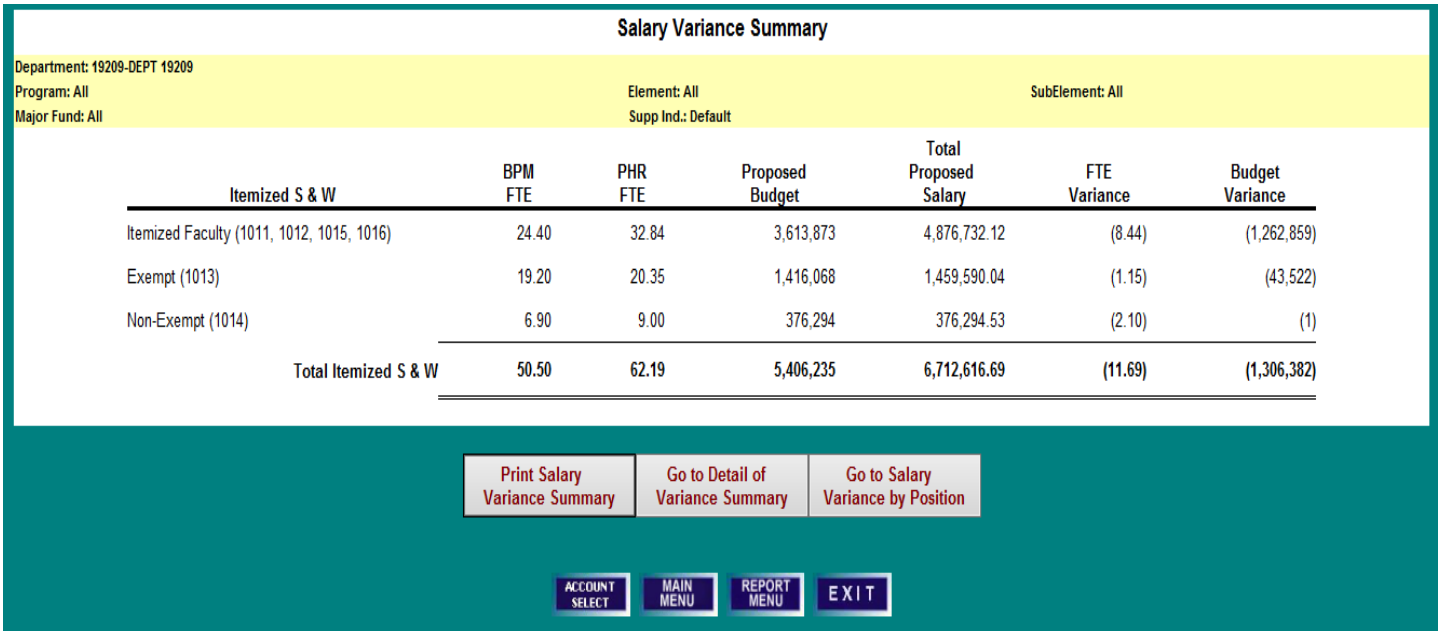
Report printed by: Trainer on Friday, April 11, 2014 at 5:06:16 PM

Department: 19209-DEPT 19209 | Program: All
Major Fund: All | Supp Ind.: Default | Element: All | SubElement: All

Name	Div	Department	KFS Acct	Sub Code	Position	BPM FTE	Total Proposed Budget	PHR FTE	Total Proposed Salary	Salary Set?
Bryan S Rooney			**Total**			**2.00**	**176,516**	**2.00**	**171,779.87**	No
	DEPT	19209	1909130	1013	191828	1.00	110,000	1.00	105,263.39	No
	DEPT	17740	1903320	1013	191828	1.00	66,516	1.00	66,516.48	No
			Grand Total			2.00	176,516.00	2.00	171,779.87	



REPORT DESCRIPTIONS
SALARY VARIANCE SUMMARY



Salary Variance Summary

Department: 19209-DEPT 19209
Program: All
Major Fund: All
Element: All
Supp Ind.: Default
SubElement: All

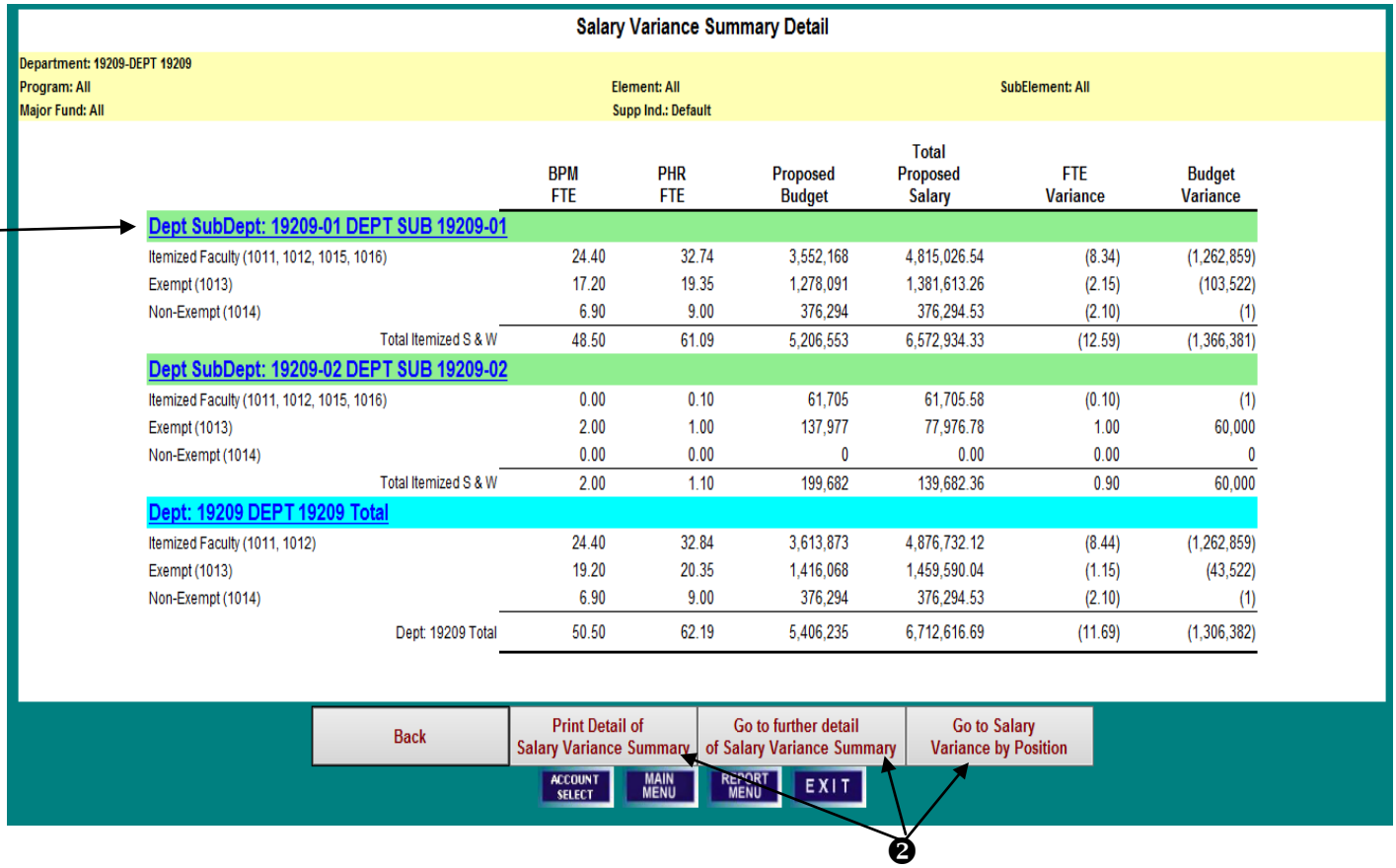
Itemized S & W	BPM FTE	PHR FTE	Proposed Budget	Total Proposed Salary	FTE Variance	Budget Variance
Itemized Faculty (1011, 1012, 1015, 1016)	24.40	32.84	3,613,873	4,876,732.12	(8.44)	(1,262,859)
Exempt (1013)	19.20	20.35	1,416,068	1,459,590.04	(1.15)	(43,522)
Non-Exempt (1014)	6.90	9.00	376,294	376,294.53	(2.10)	(1)
Total Itemized S & W	**50.50**	**62.19**	**5,406,235**	**6,712,616.69**	**(11.69)**	**(1,306,382)**

Print Salary Variance Summary | Go to Detail of Variance Summary | Go to Salary Variance by Position

ACCOUNT SELECT | MAIN MENU | REPORT MENU | EXIT

REPORT DESCRIPTIONS
SALARY VARIANCE SUMMARY DETAILS

1) To Print, Go to Further Details of Salary Variance Summary, or Go to Salary Variance by Position, first click on the hyper-linked letters in the green unit header line.
2) Then click on the "Print: or "Go to" action desired.


Salary Variance Summary Detail
Department: 19209-DEPT 19209
Program: All
Element: All
SubElement: All
Major Fund: All
Supp Ind.: Default
BPM FTE
PHR FTE
Proposed Budget
Total Proposed Salary
FTE Variance
Budget Variance
Dept SubDept: 19209-01 DEPT SUB 19209-01
Itemized Faculty (1011, 1012, 1015, 1016) 24.40 32.74 3,552,168 4,815,026.54 (8.34) (1,262,859)
Exempt (1013) 17.20 19.35 1,278,091 1,381,613.26 (2.15) (103,522)
Non-Exempt (1014) 6.90 9.00 376,294 376,294.53 (2.10) (1)
Total Itemized S & W 48.50 61.09 5,206,553 6,572,934.33 (12.59) (1,366,381)
Dept SubDept: 19209-02 DEPT SUB 19209-02
Itemized Faculty (1011, 1012, 1015, 1016) 0.00 0.10 61,705 61,705.58 (0.10) (1)
Exempt (1013) 2.00 1.00 137,977 77,976.78 1.00 60,000
Non-Exempt (1014) 0.00 0.00 0 0.00 0.00 0
Total Itemized S & W 2.00 1.10 199,682 139,682.36 0.90 60,000
Dept: 19209 DEPT 19209 Total
Itemized Faculty (1011, 1012) 24.40 32.84 3,613,873 4,876,732.12 (8.44) (1,262,859)
Exempt (1013) 19.20 20.35 1,416,068 1,459,590.04 (1.15) (43,522)
Non-Exempt (1014) 6.90 9.00 376,294 376,294.53 (2.10) (1)
Dept: 19209 Total 50.50 62.19 5,406,235 6,712,616.69 (11.69) (1,306,382)
Back
Print Detail of Salary Variance Summary
Go to further detail of Salary Variance Summary
Go to Salary Variance by Position
ACCOUNT SELECT
MAIN MENU
REPORT MENU
EXIT
1
2

REPORT DESCRIPTONS
SALARY VARIANCE BY POSITION

Salary Variance by Position

Report printed by: Trainer on Friday, April 11, 2014 at 5:20:44 PM

Report Selection By Department: 19209-DEPT 19209

Sub code	Position	University ID	Name	Title		BPM FTE	PHR FTE	Proposed Budget	Total Proposed Salary	FTE Variance	Budget Variance
Exec Level: 20 Sr VP Academic Affairs&Provost				Division: 92 Division 92			Department: 19209 DEPT 19209				
Account: 1909130 ACCT-1909130											
1011	195701	194832033	Charles B Lee	9123509	Assoc Prof	1.00	1.00	77,078	77,077.93	0.00	0.07
1011	195713	195049911	Robert W Buggs	9148510	Prof	1.00	1.00	94,482	94,481.83	0.00	0.17
1011	195715	195075288	Victor D Malony	9148510	Prof	1.00	1.00	115,220	115,219.50	0.00	0.50
1011	195716	194562985	Kathy Dziczkaniec	9148510	Prof	1.00	1.00	92,212	92,212.30	0.00	(0.30)
1011	195728	191170886	Harry A Zhao	9148510	Prof	1.00	1.00	85,909	85,908.82	0.00	0.18
1011	195730	191389905	Jennifer Benkassem	9123509	Assoc Prof	1.00	1.00	93,948	93,948.42	0.00	(0.42)
					Sub Total	6.00	6.00	558,849	558,848.80	0	0.20
1012	195038	190819201	James F Yellin	9148510	Prof	0.00	0.50	0	74,601.92	-0.50	(74,601.92)
1012	195060	194629864	Sam S Rodriguez	9148510	Prof	0.00	0.27	0	48,569.18	-0.27	(48,569.18)
1012	195680	193936275	Isaak Starkey	9148510	Prof	0.45	0.50	124,750	198,340.00	-0.05	(73,590.00)
1012	195683	191433042	Gregory Briscoe	9148510	Prof	0.70	1.00	110,449	157,784.05	-0.30	(47,335.05)
1012	195684	190722093	Andre S Isaacs	9148510	Prof	0.35	0.50	91,736	45,868.17	-0.15	45,867.83
1012	195685	194492978	Mark A Olson	9148510	Prof	0.00	0.67	0	135,480.18	-0.67	(135,480.18)
1012	195686	191365435	Samir C Williamson	9148510	Prof	0.75	1.00	153,961	205,280.79	-0.25	(51,319.79)
1012	195688	195012571	Andre L Slavin	9148510	Prof	0.00	0.30	0	64,693.63	-0.30	(64,693.63)
1012	195689	190700459	Dunya Sprangle	9148510	Prof	0.75	0.78	92,851	96,340.48	-0.03	(3,489.48)
1012	195691	194356416	Gary L Dello-Russo	9149103	Prof & Assoc Chair	0.75	0.73	115,358	111,924.87	0.02	3,433.13
1012	195692	191315966	Kerry Osada	9148510	Prof	0.75	0.75	117,209	117,209.33	0.00	(0.33)
1012	195693	191004068	Nancy O'Hara	9148510	Prof	0.75	1.00	131,290	175,053.95	-0.25	(43,763.95)
1012	195694	198223486	Peter D Phelps	9217502	Asst Prof	0.75	0.75	87,207	87,206.86	0.00	0.14
1012	195696	193832997	Steven A Kappeler	9123801	Assoc Prof & Dir	0.75	0.80	30,853	30,852.79	-0.05	0.21
1012	195700	198728479	Nancy M Martinelli	9217502	Asst Prof	0.38	0.34	57,723	57,722.85	0.04	0.15
1012	195706	194399161	Edward H Weinekandt	9148510	Prof	0.38	0.25	50,066	26,805.00	0.13	23,261.00
1012	195707	191281285	Shana Shive	9148518	Dist Univ Prof	0.00	0.50	0	57,217.00	-0.50	(57,217.00)
1012	195710	194627325	Micheal Graham	9123509	Assoc Prof	0.75	0.89	98,383	117,345.70	-0.14	(18,962.70)
1012	195711	192501481	Matthew G Kapoor	9149101	Prof & Chair	1.00	1.00	214,000	214,000.00	0.00	0.00
1012	195714	194755240	Nicholas Hale	9148510	Prof	0.55	0.28	204,512	204,512.08	0.27	(0.08)
1012	195717	194567935	Ralph D Giffen	9148510	Prof	0.70	0.94	108,985	146,728.17	-0.24	(37,743.17)
1012	195718	192552483	Andrea Lopez	9148510	Prof	0.75	0.75	95,402	95,316.50	0.00	85.50
1012	195719	195061326	Sherry Sewchand	9148510	Prof	0.00	0.50	0	56,694.81	-0.50	(56,694.81)
1012	195720	191640136	Edward Tsou	9148510	Prof	0.75	1.00	101,807	135,742.56	-0.25	(33,935.56)
1012	195722	197105778	Terry E Morton	9217502	Asst Prof	0.75	0.82	90,914	98,834.01	-0.07	(7,920.01)
1012	195723	197128979	Ankur Srivastava	9217502	Asst Prof	0.75	1.00	89,537	119,382.89	-0.25	(29,845.89)
1012	195727	194761830	Steven I Loizeaux	9148510	Prof	0.38	0.50	92,562	92,561.14	-0.12	0.86
1012	195729	194578962	Daniel Khuller	9217502	Asst Prof	0.00	0.50	0	69,341.31	-0.50	(69,341.31)
1012	195732	194935499	Rebecca Hovemeyer	9148510	Prof	0.00	0.50	0	85,235.39	-0.50	(85,235.39)
1012	195733	194479436	David O'Neill	9148510	Prof	0.00	0.50	0	80,244.51	-0.50	(80,244.51)
1012	195735	194293353	Bruce Kane	9123509	Assoc Prof	0.39	0.50	71,836	71,835.50	-0.11	0.50
1012	195736	199346467	Kristine M Alders	9217502	Asst Prof	0.00	1.00	0	110,948.00	-1.00	(110,948.00)
1012	195807	190908169	Philip Nhe	9148510	Prof	0.00	0.50	0	79,282.55	-0.50	(79,282.55)
1012	195809	191663029	Cynthia Arianna	9148510	Prof	0.35	0.29	75,027	61,796.85	0.06	13,230.15
1012	195810	194656707	Michael M Stevens	9148510	Prof	0.38	0.33	60,613	49,361.12	0.05	11,251.88
1012	195815	194871315	Prakash Dorr	9148510	Prof	0.38	0.50	61,330	61,329.64	-0.12	0.36
1012	195829	197695505	Alexander Wu	9148510	Prof	0.38	0.41	56,545	56,544.64	-0.03	0.36
1012	195832	195717100	Brian Smith	9123509	Assoc Prof	0.38	0.50	94,925	94,924.51	-0.12	0.49
1012	195833	194591329	Ray Jeffers	9149103	Prof & Assoc Chair	0.35	0.46	69,854	120,072.39	-0.11	(50,218.39)
1012	195834	195501273	Timothy Howard	9123509	Assoc Prof	0.00	0.45	0	45,728.05	-0.45	(45,728.05)
1012	195837	195822398	Ralph K Burrows	9123509	Assoc Prof	0.38	0.41	46,033	47,314.91	-0.03	(1,281.91)
1012	198991	196532313	Meg Watters	9123509	Assoc Prof	0.00	0.09	0	15,525.46	-0.09	(15,525.46)
1012	198993	193801180	Richard J Cheng	9123509	Assoc Prof	0.38	0.44	45,693	66,575.40	-0.06	(20,882.40)
1012	199079	196532320	Samuel Moore	9123509	Assoc Prof	0.38	0.31	52,327	53,432.60	0.07	(1,105.60)
1012	199083	196532872	Staci Y Underwood	9148510	Prof	0.38	0.30	53,009	52,210.95	0.08	798.05
1012	199247	196580512	Kathryn A Solomon	9217502	Asst Prof	0.38	0.43	46,572	62,427.05	-0.05	(15,855.05)
					Sub Total	18.40	26.74	2,993,319	4,256,177.74	-8.34	(1,262,858.74)
1013	191828	194362622	Bryan S Rooney	9332020	Director	1.00	1.00	110,000	105,263.39	0.00	4,736.61

REPORT DESCRIPTIONS
AUDIT TRAIL

Audit Trail Report

Report printed by: Trainer on Friday, April 11, 2014 at 5:24:07 PM

Report Selection By Department: 19209-DEPT 19209

User Name	Date & Time	Action Taken	Position	Subcode	UniversityID	Employee Name	Account	FTE	Budget	Salary
Trainer	4/11/2014 9:33:39 AM	Set Salary By Account Number	195744	1014	191256030	Vaswani, Richard	1909130		Old Budget: 39,855 New: 41,872	Old Salary: 39,854.75 New: 41,872.40
	Comments: Name: Richard C Vaswani – Salary has been set.									
Trainer	4/11/2014 9:34:54 AM	Set Salaries and Budget	190808	1014	196318146	Emerson, Melissa	1909130		Old Budget: 30,388 New: 31,148	Old Salary: 30,387.66 New: 31,147.35
	Comments: Name: Melissa M Emerson -- Set Salary and Budget.									
Trainer	4/11/2014 9:34:57 AM	Set Salaries and Budget	195705	1014	196065286	Holz, Angela	1909130		Old Budget: 33,532 New: 38,189	Old Salary: 37,257.62 New: 38,189.06
	Comments: Name: Angela L Holz -- Set Salary and Budget.									
Trainer	4/11/2014 9:34:59 AM	Set Salaries and Budget	195731	1014	199264457	Strauch, Joseph	1909130		Old Budget: 44,020 New: 45,120	Old Salary: 44,019.73 New: 45,120.22
	Comments: Name: Joseph Strauch -- Set Salary and Budget.									
Trainer	4/11/2014 9:35:01 AM	Set Salaries and Budget	198372	1014	195408664	Fetters, Ronald	1909130		Old Budget: 0 New: 39,584	Old Salary: 38,619.14 New: 39,584.62
	Comments: Name: Ronald Fetters -- Set Salary and Budget.									
Trainer	4/11/2014 9:35:01 AM	Set Salaries and Budget	195749	1014	198057197	Kilpatrick, Alice	1909130		Old Budget: 0 New: 33,329	Old Salary: 32,516.28 New: 33,329.19
	Comments: Name: Alice M Kilpatrick -- Set Salary and Budget.									
Trainer	4/11/2014 9:35:01 AM	Set Salaries and Budget	195740	1014	196010088	Braves, Carrie	1909130		Old Budget: 37,231 New: 38,162	Old Salary: 37,230.83 New: 38,161.60
	Comments: Name: Carrie I Braves – Set Salary and Budget.									
Trainer	4/11/2014 9:35:01 AM	Set Salaries and Budget	195741	1014	193326205	Campoli, Sean	1909130		Old Budget: 56,232 New: 57,638	Old Salary: 56,231.97 New: 57,637.77
	Comments: Name: Sean K Campoli – Set Salary and Budget.									
Trainer	4/11/2014 9:35:01 AM	Set Salaries and Budget	195745	1014	193432579	Stein, Patricia	1909130		Old Budget: 50,002 New: 51,252	Old Salary: 50,002.26 New: 51,252.32
	Comments: Name: Patricia T Stein – Set Salary and Budget.									
Trainer	4/11/2014 9:39:36 AM	Set Salary By Account Number	191941	1013	195900250	Herbert, John	1909130		Old Budget: 63,985 New: 73,784	Old Salary: 63,984.60 New: 73,784.22
	Comments: Name: John F Herbert – Salary has been set.									
Trainer	4/11/2014 9:45:26 AM	Set Salary By Account Number	195714	1012	194755240	Hale, Nicholas	1909130		Old Budget: 77,245 New: 204,512	Old Salary: 38,622.36 New: 199,512.08
	Comments: Name: Nicholas Hale – Salary has been set.									
Trainer	4/11/2014 9:49:30 AM	Split Reallocation Details	195735	1012	194293353	Kane, Bruce	1909130		Old Budget: 107,753 New: 71,836	Old Salary: 143,671.00 New: 71,835.50
	Comments: Name: Bruce Kane - Reallocation Details for this Line Item saved									
Trainer	4/11/2014 9:51:16 AM	Split Reallocation Details	195735	1012	194293353	Kane, Bruce	1909130	Old FTE: 0.75 New: 0.39	Old Budget: 71,836 New: 71,836	Old Salary: 71,835.50 New: 71,835.50
	Comments: Name: Bruce Kane - Reallocation Details for this Line Item saved									

REPORT DESCRPITIONS
SALARY CERTIFICATION SUMMARY—ALL EMPLOYEES

Salary Certification Summary - All Employees

Report printed by: Trainer on Friday, April 11, 2014 at 5:37:38 PM

Department: 19209-DEPT 19209 | Program: All | Major Fund: All | Supp Ind.: Default | Element: All | SubElement: All

Name	Dept	KFS Acct	Sub Code	PHR FTE	Current Base Salary	Adjustments To Base	Adjusted Current Base Salary	COLA Amount	Merit Amount	Merit %	Mandatory Merit Amount	Retention, Equity, and Other Increases	Reallocation, or Termination	Proposed Base Salary Subject to CAP	% Inc to Adj Base	Faculty Promotion	Total Proposed Base Salary	Total Increments	Total Proposed Salary	Salary Set?
DEPT																				
19209	19209																			
Alders, Kristine		1909130	1012	1.00	110,946.00	0.00	110,946.00	0.00	0.00	0.00	0.00	0.00	0.00	110,946.00	0.00	0.00	110,946.00	0.00	110,946.00	No
Arianna, Cynthia	Total			0.49	103,342.19	0.00	103,342.19	0.00	2,583.56	2.50	0.00	0.00	0.00	105,925.75	2.50	0.00	105,925.75	0.00	105,925.75	Yes
		1909130	1012	0.29	60,289.61	0.00	60,289.61	0.00	1,507.24	2.50	0.00	0.00	0.00	61,796.85	2.50	0.00	61,796.85	0.00	61,796.85	Yes
		4908180	1012	0.10	21,526.29	0.00	21,526.29	0.00	538.16	2.50	0.00	0.00	0.00	22,064.45	2.50	0.00	22,064.45	0.00	22,064.45	Yes
		5903730	1012	0.10	21,526.29	0.00	21,526.29	0.00	538.16	2.50	0.00	0.00	0.00	22,064.45	2.50	0.00	22,064.45	0.00	22,064.45	Yes
Aute, Denise		1909130	1013	1.00	54,436.51	0.00	54,436.51	0.00	0.00	0.00	0.00	0.00	0.00	54,436.51	0.00	0.00	54,436.51	0.00	54,436.51	No
Barrera, Kelli	Total			1.00	98,812.65	0.00	98,812.65	0.00	0.00	0.00	0.00	0.00	0.00	98,812.65	0.00	0.00	98,812.65	0.00	98,812.65	No
		1909130	1013	0.55	54,627.05	0.00	54,627.05	0.00	0.00	0.00	0.00	0.00	0.00	54,627.05	0.00	0.00	54,627.05	0.00	54,627.05	No
		5904130	1013	0.30	29,363.65	0.00	29,363.65	0.00	0.00	0.00	0.00	0.00	0.00	29,363.65	0.00	0.00	29,363.65	0.00	29,363.65	No
		5907040	1013	0.15	14,821.95	0.00	14,821.95	0.00	0.00	0.00	0.00	0.00	0.00	14,821.95	0.00	0.00	14,821.95	0.00	14,821.95	No
Barrett, Jeanette		1909130	1013	1.00	53,882.49	0.00	53,882.49	0.00	0.00	0.00	0.00	0.00	0.00	53,882.49	0.00	0.00	53,882.49	0.00	53,882.49	No
Benkassem, Jennifer		1909130	1011	1.00	93,948.42	0.00	93,948.42	0.00	0.00	0.00	0.00	0.00	0.00	93,948.42	0.00	0.00	93,948.42	0.00	93,948.42	No
Boches, Graham		1909130	1012	0.13	35,510.10	0.00	35,510.10	0.00	0.00	0.00	0.00	0.00	0.00	35,510.10	0.00	0.00	35,510.10	0.00	35,510.10	No
Bozeman, Pedro		1909130	1012	0.50	65,712.16	0.00	65,712.16	0.00	0.00	0.00	0.00	0.00	0.00	65,712.16	0.00	0.00	65,712.16	0.00	65,712.16	No
Braves, Carrie		1909130	1014	1.00	37,230.83	0.00	37,230.83	0.00	930.77	2.50	0.00	0.00	0.00	38,161.60	2.50	0.00	38,161.60	0.00	38,161.60	Yes
Briscoe, Gregory		1909130	1012	1.00	157,784.05	0.00	157,784.05	0.00	0.00	0.00	0.00	0.00	0.00	157,784.05	0.00	0.00	157,784.05	0.00	157,784.05	No
Buggs, Robert		1909130	1011	1.00	94,481.83	0.00	94,481.83	0.00	0.00	0.00	0.00	0.00	0.00	94,481.83	0.00	0.00	94,481.83	0.00	94,481.83	No
Burrows, Ralph		1909130	1012	0.41	47,314.91	0.00	47,314.91	0.00	0.00	0.00	0.00	0.00	0.00	47,314.91	0.00	0.00	47,314.91	0.00	47,314.91	No
Campoli, Sean		1909130	1014	1.00	56,231.97	0.00	56,231.97	0.00	1,405.80	2.50	0.00	0.00	0.00	57,637.77	2.50	0.00	57,637.77	0.00	57,637.77	Yes
Cheng, Richard	Total			0.50	76,374.00	0.00	76,374.00	0.00	0.00	0.00	0.00	0.00	0.00	76,374.00	0.00	0.00	76,374.00	0.00	76,374.00	No
		1909130	1012	0.44	66,575.40	0.00	66,575.40	0.00	0.00	0.00	0.00	0.00	0.00	66,575.40	0.00	0.00	66,575.40	0.00	66,575.40	No
		5905670	1012	0.06	9,798.60	0.00	9,798.60	0.00	0.00	0.00	0.00	0.00	0.00	9,798.60	0.00	0.00	9,798.60	0.00	9,798.60	No

REPORT DESCRIPTIONS
SALARY CERTIFICATION BY ACCOUNT—ALL EMPLOYEES

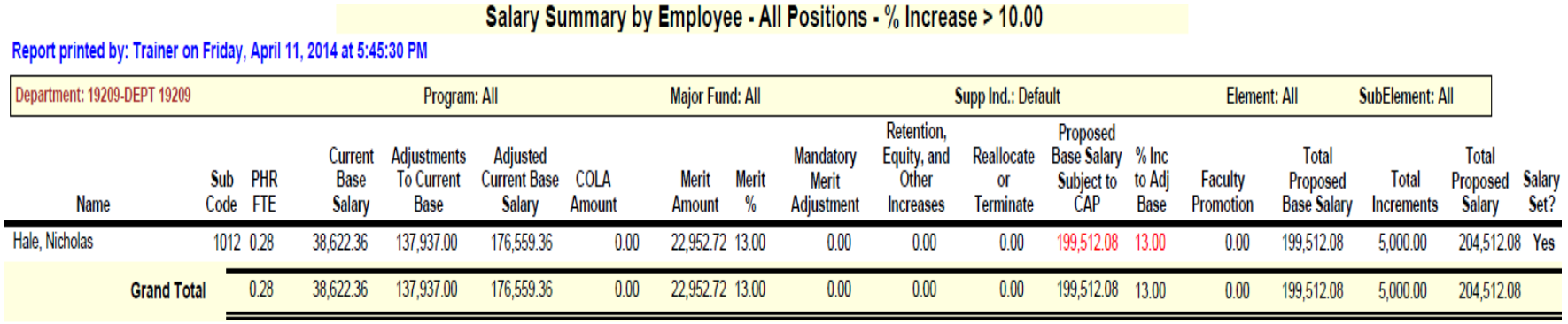
Salary Certification by Account - All Employees

Report printed by: Trainer on Friday, April 11, 2014 at 5:40:51 PM

Report Selection By Department: 19209-DEPT 19209

Name	Sub Code	PHR FTE	Current Base Salary	Adjustments To Current Base	Adjusted Current Base Salary	COLA Amount	Merit Amount	Merit %	Mandatory Merit Adjustment	Retention, Equity, and Other Increases	Reallocate or Termianation	Proposed Base Salary Subject to CAP	% Inc to Adj Base	Faculty Promotion	Total Proposed Base Salary	Total Increments	Total Proposed Salary	Salary Set?
Exec Level: 20 Sr VP Academic Affairs&Provost				Division: 92 Division 92						Department: 19209 DEPT 19209								
Account: 1909130 ACCT-1909130																		
Alders, Kristine	1012	1.00	110,946.00	0.00	110,946.00	0.00	0.00	0.00	0.00	0.00	0.00	110,946.00	0.00	0.00	110,946.00	0.00	110,946.00	No
Arianna, Cynthia	1012	0.29	60,289.61	0.00	60,289.61	0.00	1,507.24	2.50	0.00	0.00	0.00	61,796.85	2.50	0.00	61,796.85	0.00	61,796.85	Yes
Aute, Denise	1013	1.00	54,436.51	0.00	54,436.51	0.00	0.00	0.00	0.00	0.00	0.00	54,436.51	0.00	0.00	54,436.51	0.00	54,436.51	No
Barrera, Kelli	1013	0.55	54,627.05	0.00	54,627.05	0.00	0.00	0.00	0.00	0.00	0.00	54,627.05	0.00	0.00	54,627.05	0.00	54,627.05	No
Barrett, Jeanette	1013	1.00	53,882.49	0.00	53,882.49	0.00	0.00	0.00	0.00	0.00	0.00	53,882.49	0.00	0.00	53,882.49	0.00	53,882.49	No
Benkassem, Jennifer	1011	1.00	93,948.42	0.00	93,948.42	0.00	0.00	0.00	0.00	0.00	0.00	93,948.42	0.00	0.00	93,948.42	0.00	93,948.42	No
Boches, Graham	1012	0.13	35,510.10	0.00	35,510.10	0.00	0.00	0.00	0.00	0.00	0.00	35,510.10	0.00	0.00	35,510.10	0.00	35,510.10	No
Bozeman, Pedro	1012	0.50	65,712.16	0.00	65,712.16	0.00	0.00	0.00	0.00	0.00	0.00	65,712.16	0.00	0.00	65,712.16	0.00	65,712.16	No
Braves, Carrie	1014	1.00	37,230.83	0.00	37,230.83	0.00	930.77	2.50	0.00	0.00	0.00	38,161.60	2.50	0.00	38,161.60	0.00	38,161.60	Yes
Briscoe, Gregory	1012	1.00	157,784.05	0.00	157,784.05	0.00	0.00	0.00	0.00	0.00	0.00	157,784.05	0.00	0.00	157,784.05	0.00	157,784.05	No
Buggs, Robert	1011	1.00	94,481.83	0.00	94,481.83	0.00	0.00	0.00	0.00	0.00	0.00	94,481.83	0.00	0.00	94,481.83	0.00	94,481.83	No
Burrows, Ralph	1012	0.41	47,314.91	0.00	47,314.91	0.00	0.00	0.00	0.00	0.00	0.00	47,314.91	0.00	0.00	47,314.91	0.00	47,314.91	No
Campoli, Sean	1014	1.00	56,231.97	0.00	56,231.97	0.00	1,405.80	2.50	0.00	0.00	0.00	57,637.77	2.50	0.00	57,637.77	0.00	57,637.77	Yes
Cheng, Richard	1012	0.44	66,575.40	0.00	66,575.40	0.00	0.00	0.00	0.00	0.00	0.00	66,575.40	0.00	0.00	66,575.40	0.00	66,575.40	No
Conner, Donald	1012	0.50	98,888.76	0.00	98,888.76	0.00	0.00	0.00	0.00	0.00	0.00	98,888.76	0.00	0.00	98,888.76	0.00	98,888.76	No
Daly, Michael	1012	0.75	156,856.84	0.00	156,856.84	0.00	0.00	0.00	0.00	0.00	0.00	156,856.84	0.00	0.00	156,856.84	0.00	156,856.84	No

REPORT DESCRIPTIONS
SALARY SUMMARY BY EMPLOYEE—ALL —% INCR > 10.00



Salary Summary by Employee - All Positions - % Increase > 10.00

Report printed by: Trainer on Friday, April 11, 2014 at 5:45:30 PM

Department: 19209-DEPT 19209 | Program: All | Major Fund: All | Supp Ind.: Default | Element: All | SubElement: All

Name	Sub Code	PHR FTE	Current Base Salary	Adjustments To Current Base	Adjusted Current Base Salary	COLA Amount	Merit Amount	Merit %	Mandatory Merit Adjustment	Retention, Equity, and Other Increases	Reallocate or Terminate	Proposed Base Salary Subject to CAP	% Inc to Adj Base	Faculty Promotion	Total Proposed Base Salary	Total Increments	Total Proposed Salary	Salary Set?
Hale, Nicholas	1012	0.28	38,622.36	137,937.00	176,559.36	0.00	22,952.72	13.00	0.00	0.00	0.00	199,512.08	13.00	0.00	199,512.08	5,000.00	204,512.08	Yes
Grand Total		0.28	38,622.36	137,937.00	176,559.36	0.00	22,952.72	13.00	0.00	0.00	0.00	199,512.08	13.00	0.00	199,512.08	5,000.00	204,512.08	

REPORT DESCRIPTIONS
SALARY SUMMARY BY EMPLOYEE—ALL ACCOUNTS

Salary Summary by Employee - All Accounts

Report printed by: Trainer on Friday, April 11, 2014 at 5:49:39 PM

Department: 19209-DEPT 19209 | Program: All | Major Fund: All | Supp Ind.: Default | Element: All | SubElement: All

Name	Sub Code	PHR FTE	Current Base Salary	Adjustments To Current Base	Adjusted Current Base Salary	COLA Amount	Merit Amount	Merit %	Mandatory Merit Adjustment	Retention, Equity, and Other Increases	Reallocate or Terminate	Proposed Base Salary Subject to CAP	% Inc to Adj Base	Faculty Promotion	Total Proposed Base Salary	Total Increments	Total Proposed Salary	Salary Set?
Alders, Kristine	1012	1.00	110,946.00	0.00	110,946.00	0.00	0.00	0.00	0.00	0.00	0.00	110,946.00	0.00	0.00	110,946.00	0.00	110,946.00	No
Arianna, Cynthia	1012	0.99	215,262.00	0.00	215,262.00	0.00	5,381.55	2.50	0.00	0.00	0.00	220,643.55	2.50	0.00	220,643.55	0.00	220,643.55	Yes
Aute, Denise	1013	1.00	54,436.51	0.00	54,436.51	0.00	0.00	0.00	0.00	0.00	0.00	54,436.51	0.00	0.00	54,436.51	0.00	54,436.51	No
Barrera, Kelli	1013	1.00	98,812.65	0.00	98,812.65	0.00	0.00	0.00	0.00	0.00	0.00	98,812.65	0.00	0.00	98,812.65	0.00	98,812.65	No
Barrett, Jeanette	1013	1.00	53,882.49	0.00	53,882.49	0.00	0.00	0.00	0.00	0.00	0.00	53,882.49	0.00	0.00	53,882.49	0.00	53,882.49	No
Benkassem, Jennifer	1011	1.00	93,948.42	0.00	93,948.42	0.00	0.00	0.00	0.00	0.00	0.00	93,948.42	0.00	0.00	93,948.42	0.00	93,948.42	No
Boches, Graham	1012	0.13	35,510.10	0.00	35,510.10	0.00	0.00	0.00	0.00	0.00	0.00	35,510.10	0.00	0.00	35,510.10	0.00	35,510.10	No
Bozeman, Pedro	1012	0.50	65,712.16	0.00	65,712.16	0.00	0.00	0.00	0.00	0.00	0.00	65,712.16	0.00	0.00	65,712.16	0.00	65,712.16	No
Braves, Carrie	1014	1.00	37,230.83	0.00	37,230.83	0.00	930.77	2.50	0.00	0.00	0.00	38,161.60	2.50	0.00	38,161.60	0.00	38,161.60	Yes
Briscoe, Gregory	1012	1.00	157,784.05	0.00	157,784.05	0.00	0.00	0.00	0.00	0.00	0.00	157,784.05	0.00	0.00	157,784.05	0.00	157,784.05	No
Buggs, Robert	1011	1.00	94,481.83	0.00	94,481.83	0.00	0.00	0.00	0.00	0.00	0.00	94,481.83	0.00	0.00	94,481.83	0.00	94,481.83	No
Burrows, Ralph	1012	0.91	112,875.67	0.00	112,875.67	0.00	0.00	0.00	0.00	0.00	0.00	112,875.67	0.00	0.00	112,875.67	0.00	112,875.67	No
Campoli, Sean	1014	1.00	56,231.97	0.00	56,231.97	0.00	1,405.80	2.50	0.00	0.00	0.00	57,637.77	2.50	0.00	57,637.77	0.00	57,637.77	Yes
Cheng, Richard	1012	1.00	122,724.00	0.00	122,724.00	0.00	0.00	0.00	0.00	0.00	0.00	122,724.00	0.00	0.00	122,724.00	0.00	122,724.00	No
Conner, Donald	1012	0.50	98,888.76	0.00	98,888.76	0.00	0.00	0.00	0.00	0.00	0.00	98,888.76	0.00	0.00	98,888.76	0.00	98,888.76	No
Daly, Michael	1012	0.75	156,856.84	0.00	156,856.84	0.00	0.00	0.00	0.00	0.00	0.00	156,856.84	0.00	0.00	156,856.84	0.00	156,856.84	No

REPORT DESCRIPTIONS
SALARY DETAILS BY EMPLOYEE—ALL ACCOUNTS

Salary Details by Employee - All Accounts

Report printed by: Trainer on Friday, April 11, 2014 at 5:53:26 PM

Department: 19209-DEPT 19209 | Program: All | Major Fund: All | Supp Ind.: Default | Element: All | SubElement: All

Name	Div	Department	KFS Acct	Sub Code	PHR FTE	Current Base Salary	Adjustments To Current Base	Adjusted Current Base Salary	COLA Amount	Merit Amount	Merit %	Mandatory Merit Adjustment	Retention, Equity, and Other Increases	Reallocation or Termination	Proposed Base Salary Subject to CAP	% Inc to Adj Base	Faculty Promotion	Total Proposed Base Salary	Total Increments	Total Proposed Salary	Salar Set?
Alders, Kristine	DEPT	19209	1909130	1012	1.00	110,946.00	0.00	110,946.00	0.00	0.00	0.00	0.00	0.00	0.00	110,946.00	0.00	0.00	110,946.00	0.00	110,946.00	No
Arianna, Cynthia			Total		0.99	215,262.00	0.00	215,262.00	0.00	5,381.55	2.50	0.00	0.00	0.00	220,643.55	2.50	0.00	220,643.55	0.00	220,643.55	Yes
	DEPT	19209	1909130	1012	0.29	60,289.61	0.00	60,289.61	0.00	1,507.24	2.50	0.00	0.00	0.00	61,796.85	2.50	0.00	61,796.85	0.00	61,796.85	Yes
	DEPT	19217	1909530	1012	0.34	75,656.05	0.00	75,656.05	0.00	1,891.40	2.50	0.00	0.00	0.00	77,547.45	2.50	0.00	77,547.45	0.00	77,547.45	Yes
	DEPT	19217	4900250	1012	0.16	36,263.76	0.00	36,263.76	0.00	906.59	2.50	0.00	0.00	0.00	37,170.35	2.50	0.00	37,170.35	0.00	37,170.35	Yes
	DEPT	19209	4908180	1012	0.10	21,526.29	0.00	21,526.29	0.00	538.16	2.50	0.00	0.00	0.00	22,064.45	2.50	0.00	22,064.45	0.00	22,064.45	Yes
	DEPT	19209	5903730	1012	0.10	21,526.29	0.00	21,526.29	0.00	538.16	2.50	0.00	0.00	0.00	22,064.45	2.50	0.00	22,064.45	0.00	22,064.45	Yes
Aute, Denise	DEPT	19209	1909130	1013	1.00	54,436.51	0.00	54,436.51	0.00	0.00	0.00	0.00	0.00	0.00	54,436.51	0.00	0.00	54,436.51	0.00	54,436.51	No
Barrera, Kelli			Total		1.00	98,812.65	0.00	98,812.65	0.00	0.00	0.00	0.00	0.00	0.00	98,812.65	0.00	0.00	98,812.65	0.00	98,812.65	No
	DEPT	19209	1909130	1013	0.55	54,627.05	0.00	54,627.05	0.00	0.00	0.00	0.00	0.00	0.00	54,627.05	0.00	0.00	54,627.05	0.00	54,627.05	No
	DEPT	19209	5904130	1013	0.30	29,363.65	0.00	29,363.65	0.00	0.00	0.00	0.00	0.00	0.00	29,363.65	0.00	0.00	29,363.65	0.00	29,363.65	No
	DEPT	19209	5907040	1013	0.15	14,821.95	0.00	14,821.95	0.00	0.00	0.00	0.00	0.00	0.00	14,821.95	0.00	0.00	14,821.95	0.00	14,821.95	No
Barrett, Jeanette	DEPT	19209	1909130	1013	1.00	53,882.49	0.00	53,882.49	0.00	0.00	0.00	0.00	0.00	0.00	53,882.49	0.00	0.00	53,882.49	0.00	53,882.49	No
Benkassem, Jennifer	DEPT	19209	1909130	1011	1.00	93,948.42	0.00	93,948.42	0.00	0.00	0.00	0.00	0.00	0.00	93,948.42	0.00	0.00	93,948.42	0.00	93,948.42	No
Boches, Graham	DEPT	19209	1909130	1012	0.13	35,510.10	0.00	35,510.10	0.00	0.00	0.00	0.00	0.00	0.00	35,510.10	0.00	0.00	35,510.10	0.00	35,510.10	No
Bozeman, Pedro	DEPT	19209	1909130	1012	0.50	65,712.16	0.00	65,712.16	0.00	0.00	0.00	0.00	0.00	0.00	65,712.16	0.00	0.00	65,712.16	0.00	65,712.16	No
Braves, Carrie	DEPT	19209	1909130	1014	1.00	37,230.83	0.00	37,230.83	0.00	930.77	2.50	0.00	0.00	0.00	38,161.60	2.50	0.00	38,161.60	0.00	38,161.60	Yes
Briscoe, Gregory	DEPT	19209	1909130	1012	1.00	157,784.05	0.00	157,784.05	0.00	0.00	0.00	0.00	0.00	0.00	157,784.05	0.00	0.00	157,784.05	0.00	157,784.05	No
Buggs, Robert	DEPT	19209	1909130	1011	1.00	94,481.83	0.00	94,481.83	0.00	0.00	0.00	0.00	0.00	0.00	94,481.83	0.00	0.00	94,481.83	0.00	94,481.83	No
Burrows, Ralph			Total		0.91	112,875.67	0.00	112,875.67	0.00	0.00	0.00	0.00	0.00	0.00	112,875.67	0.00	0.00	112,875.67	0.00	112,875.67	No
	DEPT	19209	1909130	1012	0.41	47,314.91	0.00	47,314.91	0.00	0.00	0.00	0.00	0.00	0.00	47,314.91	0.00	0.00	47,314.91	0.00	47,314.91	No
	DEPT	19217	1909530	1012	0.50	65,560.76	0.00	65,560.76	0.00	0.00	0.00	0.00	0.00	0.00	65,560.76	0.00	0.00	65,560.76	0.00	65,560.76	No
Campoli, Sean	DEPT	19209	1909130	1014	1.00	56,231.97	0.00	56,231.97	0.00	1,405.80	2.50	0.00	0.00	0.00	57,637.77	2.50	0.00	57,637.77	0.00	57,637.77	Yes
Cheng, Richard			Total		1.00	122,724.00	0.00	122,724.00	0.00	0.00	0.00	0.00	0.00	0.00	122,724.00	0.00	0.00	122,724.00	0.00	122,724.00	No
	DEPT	19209	1909130	1012	0.44	66,575.40	0.00	66,575.40	0.00	0.00	0.00	0.00	0.00	0.00	66,575.40	0.00	0.00	66,575.40	0.00	66,575.40	No
	DEPT	19217	1909530	1012	0.50	46,350.00	0.00	46,350.00	0.00	0.00	0.00	0.00	0.00	0.00	46,350.00	0.00	0.00	46,350.00	0.00	46,350.00	No
	DEPT	19209	5905670	1012	0.06	9,798.60	0.00	9,798.60	0.00	0.00	0.00	0.00	0.00	0.00	9,798.60	0.00	0.00	9,798.60	0.00	9,798.60	No

REPORT DESCRIPTIONS
INCREMENTS ABOVE BASE DETAILS BY EMPLOYEE—ALL ACCOUNTS

Increments Above Base Details by Employee - All Accounts

Report printed by: Trainer on Friday, April 11, 2014 at 5:56:15 PM

Department: 19209-DEPT 19209	Program: All	Major Fund: All	Supp Ind.: Default
	Element: All	SubElement: All	

Name	Div	Department	KFS Acct	Sub Code	PHR FTE	Current Base Salary	Total Proposed Base Salary	Old Admin Increment	Admin Increment	Old Acting Increment	Acting Increment	Total Increments	Total Proposed Salary	Salary Set?
Hale, Nicholas	DEPT	19209	1909130	1012	0.28	38,622.36	199,512.08	0.00	0.00	0.00	5,000.00	5,000.00	204,512.08	Yes
Kapoor, Matthew	DEPT	19209	1909130	1012	1.00	205,000.00	205,000.00	0.00	0.00	9,000.00	9,000.00	9,000.00	214,000.00	No
Rooney, Bryan	DEPT	19209	1909130	1013	1.00	95,751.07	95,751.07	0.00	0.00	9,512.00	9,512.32	9,512.32	105,263.39	No
Smith, Brian			Total		1.00	153,647.02	162,488.20	0.00	0.00	5,000.00	7,500.00	7,500.00	169,988.20	Yes
	DEPT	19209	1909130	1012	0.50	82,667.64	87,424.51	0.00	0.00	5,000.00	7,500.00	7,500.00	94,924.51	Yes
	DEPT	19217	1909530	1012	0.50	70,979.38	75,063.69	0.00	0.00	0.00	0.00	0.00	75,063.69	Yes
			Grand Total		3.28	493,020.45	662,751.35	0.00	0.00	23,512.00	31,012.32	31,012.32	693,763.67	

REPORT DESCRIPTIONS
SALARY ADJUSTMENTS —FY 2015

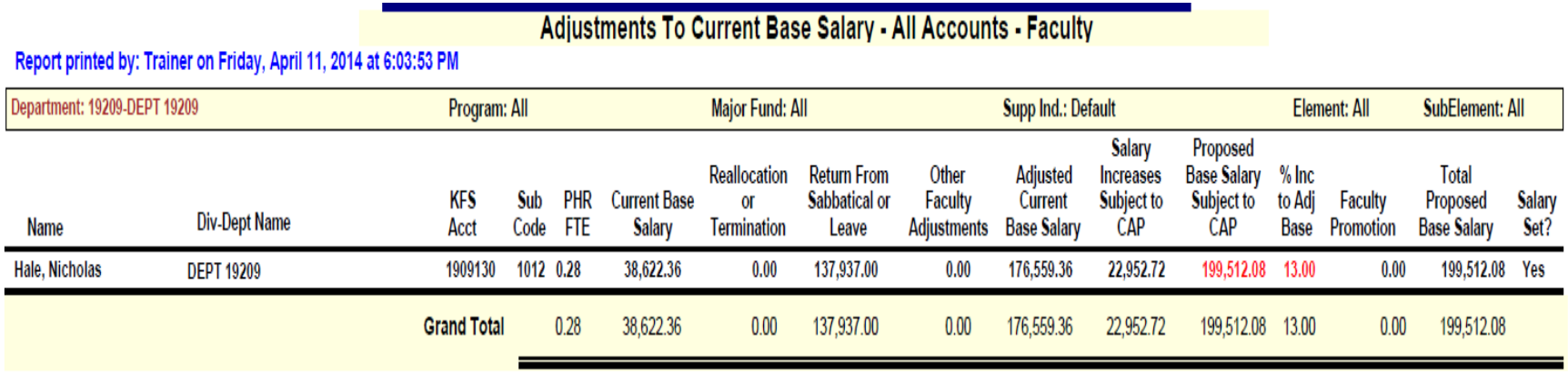
Salary Adjustments - FY 2015

Report printed by: Trainer on Monday, April 14, 2014 at 10:40:03 AM

Department: 19209-DEPT 19209 | Program: All | Major Fund: All | Supp Ind.: Default | Element: All | SubElement: All

Name	Div	Department	KFS Acct	Sub Code	PHR FTE	Current Base Salary	Adjustments To Current Base	Adjusted Current Base Salary	COLA Amount	Merit Amount	Merit %	Mandatory Merit Adjustment	Retention, Equity, and Other Increases	Reallocation or Termination	Proposed Base Salary Subject to CAP	% Inc to Adj Base	Faculty Promotion	Total Proposed Base Salary	Total Increments	Total Proposed Salary	Salary Set?
Arianna, Cynthia			Total		0.99	216,262.00	0.00	216,262.00	0.00	5,381.66	2.50	0.00	0.00	0.00	220,643.66	2.50	0.00	220,643.66	0.00	220,643.66	Yes
	DEPT	19209	1909130	1012	0.29	60,289.61	0.00	60,289.61	0.00	1,507.24	2.50	0.00	0.00	0.00	61,796.85	2.50	0.00	61,796.85	0.00	61,796.85	Yes
	DEPT	19217	1909530	1012	0.34	75,656.05	0.00	75,656.05	0.00	1,891.40	2.50	0.00	0.00	0.00	77,547.45	2.50	0.00	77,547.45	0.00	77,547.45	Yes
	DEPT	19217	4900250	1012	0.16	36,263.76	0.00	36,263.76	0.00	906.59	2.50	0.00	0.00	0.00	37,170.35	2.50	0.00	37,170.35	0.00	37,170.35	Yes
	DEPT	19209	4908180	1012	0.10	21,526.29	0.00	21,526.29	0.00	538.16	2.50	0.00	0.00	0.00	22,064.45	2.50	0.00	22,064.45	0.00	22,064.45	Yes
	DEPT	19209	5903730	1012	0.10	21,526.29	0.00	21,526.29	0.00	538.16	2.50	0.00	0.00	0.00	22,064.45	2.50	0.00	22,064.45	0.00	22,064.45	Yes
Bravec, Carrie	DEPT	19209	1909130	1014	1.00	37,230.83	0.00	37,230.83	0.00	930.77	2.50	0.00	0.00	0.00	38,161.60	2.50	0.00	38,161.60	0.00	38,161.60	Yes
Campoli, Sean	DEPT	19209	1909130	1014	1.00	58,231.97	0.00	58,231.97	0.00	1,456.80	2.50	0.00	0.00	0.00	67,637.77	2.50	0.00	67,637.77	0.00	67,637.77	Yes
Emerson, Melissa	DEPT	19209	1909130	1014	1.00	30,387.66	0.00	30,387.66	0.00	759.69	2.50	0.00	0.00	0.00	31,147.35	2.50	0.00	31,147.35	0.00	31,147.35	Yes
Fetters, Ronald	DEPT	19209	1909130	1014	1.00	38,619.14	0.00	38,619.14	0.00	965.48	2.50	0.00	0.00	0.00	39,584.62	2.50	0.00	39,584.62	0.00	39,584.62	Yes
Hale, Nicholas	DEPT	19209	1909130	1012	0.28	38,822.36	137,837.00	176,659.36	0.00	22,962.72	13.00	0.00	0.00	0.00	199,612.08	13.00	0.00	199,612.08	5,000.00	204,612.08	Yes
Herbert, John	DEPT	19209	1909130	1013	1.00	63,984.80	8,000.00	71,984.80	0.00	1,799.62	2.50	0.00	0.00	0.00	73,784.22	2.50	0.00	73,784.22	0.00	73,784.22	Yes
Holz, Angela	DEPT	19209	1909130	1014	1.00	37,267.62	0.00	37,267.62	0.00	931.44	2.50	0.00	0.00	0.00	38,199.06	2.50	0.00	38,199.06	0.00	38,199.06	Yes
Kane, Bruce			Total		0.50	143,671.00	0.00	143,671.00	0.00	0.00	0.00	0.00	0.00	0.00	143,671.00	0.00	0.00	143,671.00	0.00	143,671.00	Yes
	DEPT	19209	1909130	1012	0.50	143,671.00	-71,835.50	71,835.50	0.00	0.00	0.00	0.00	0.00	0.00	71,835.50	0.00	0.00	71,835.50	0.00	71,835.50	Yes
	DEPT	19217	1909530	1012	0.00	0.00	71,835.50	71,835.50	0.00	0.00	0.00	0.00	0.00	0.00	71,835.50	0.00	0.00	71,835.50	0.00	71,835.50	Yes
Kappeler, Steven			Total		0.80	117,634.44	0.00	117,634.44	0.00	5,876.72	5.00	0.00	0.00	0.00	123,411.16	5.00	0.00	123,411.16	0.00	123,411.16	Yes
	DEPT	19209	1909130	1012	0.80	104,447.08	-75,063.47	29,383.61	0.00	1,469.18	5.00	0.00	0.00	0.00	30,852.79	5.00	0.00	30,852.79	0.00	30,852.79	Yes
	DEPT	19209	1909140	1012	0.10	13,087.36	45,679.86	58,767.22	0.00	2,938.36	5.00	0.00	0.00	0.00	61,705.58	5.00	0.00	61,705.58	0.00	61,705.58	Yes
	DEPT	19217	1909530	1012	0.00	0.00	29,383.61	29,383.61	0.00	1,469.18	5.00	0.00	0.00	0.00	30,852.79	5.00	0.00	30,852.79	0.00	30,852.79	Yes
Kilpatrick, Alice	DEPT	19209	1909130	1014	1.00	32,516.28	0.00	32,516.28	0.00	812.91	2.50	0.00	0.00	0.00	33,329.19	2.50	0.00	33,329.19	0.00	33,329.19	Yes
Martinelli, Nancy			Total		1.00	111,919.80	0.00	111,919.80	0.00	5,596.97	5.00	0.00	0.00	0.00	117,516.67	5.00	20,000.00	137,516.67	0.00	137,516.67	Yes
	DEPT	19209	1909130	1012	0.34	46,978.81	0.00	46,978.81	0.00	2,348.94	5.00	0.00	0.00	0.00	49,327.75	5.00	8,395.10	57,722.85	0.00	57,722.85	Yes
	DEPT	19217	1909530	1012	0.50	42,031.10	0.00	42,031.10	0.00	2,101.55	5.00	0.00	0.00	0.00	44,132.65	5.00	7,510.95	51,643.60	0.00	51,643.60	Yes
	DEPT	19217	5904250	1012	0.16	22,909.69	0.00	22,909.69	0.00	1,145.48	5.00	0.00	0.00	0.00	24,055.17	5.00	4,093.95	28,149.12	0.00	28,149.12	Yes
Smith, Brian			Total		1.00	163,647.02	0.00	163,647.02	0.00	3,841.18	2.50	0.00	0.00	0.00	167,488.20	2.50	5,000.00	182,488.20	7,500.00	189,988.20	Yes
	DEPT	19209	1909130	1012	0.50	82,667.64	0.00	82,667.64	0.00	2,066.69	2.50	0.00	0.00	0.00	84,734.33	2.50	2,690.18	87,424.51	7,500.00	94,924.51	Yes
	DEPT	19217	1909530	1012	0.50	70,979.38	0.00	70,979.38	0.00	1,774.49	2.50	0.00	0.00	0.00	72,753.87	2.50	2,309.82	75,063.69	0.00	75,063.69	Yes
Stein, Patricia	DEPT	19209	1909130	1014	1.00	60,002.28	0.00	60,002.28	0.00	1,250.08	2.50	0.00	0.00	0.00	61,252.32	2.50	0.00	61,252.32	0.00	61,252.32	Yes
Strauch, Joseph	DEPT	19209	1909130	1014	1.00	44,019.73	0.00	44,019.73	0.00	1,100.49	2.50	0.00	0.00	0.00	45,120.22	2.50	0.00	45,120.22	0.00	45,120.22	Yes
Vaswani, Richard	DEPT	19209	1909130	1014	1.00	39,854.76	986.37	40,841.12	0.00	1,021.28	2.50	0.00	0.00	0.00	41,872.40	2.50	0.00	41,872.40	0.00	41,872.40	Yes
			Grand Total		14.67	1,210,761.26	146,933.37	1,357,694.63	0.00	54,625.68	4.02	0.00	0.00	0.00	1,412,320.31	4.02	25,000.00	1,437,320.31	12,500.00	1,449,820.31	

REPORT DESCRIPTIONS
ADJUSTMENTS TO CURRENT BASE SALARY—ALL ACCOUNTS—FACULTY



Adjustments To Current Base Salary - All Accounts - Faculty

Report printed by: Trainer on Friday, April 11, 2014 at 6:03:53 PM

Department: 19209-DEPT 19209 | Program: All | Major Fund: All | Supp Ind.: Default | Element: All | SubElement: All

Name	Div-Dept Name	KFS Acct	Sub Code	PHR FTE	Current Base Salary	Reallocation or Termination	Return From Sabbatical or Leave	Other Faculty Adjustments	Adjusted Current Base Salary	Salary Increases Subject to CAP	Proposed Base Salary Subject to CAP	% Inc to Adj Base	Faculty Promotion	Total Proposed Base Salary	Salary Set?
Hale, Nicholas	DEPT 19209	1909130	1012	0.28	38,622.36	0.00	137,937.00	0.00	176,559.36	22,952.72	199,512.08	13.00	0.00	199,512.08	Yes
	Grand Total			0.28	38,622.36	0.00	137,937.00	0.00	176,559.36	22,952.72	199,512.08	13.00	0.00	199,512.08	

REPORT DESCRIPTIONS
ADJUSTMENTS TO CURRENT BASE SALARY—ALL ACCOUNTS—EXEMPT

Adjustments To Current Base Salary - All Accounts - Exempt

Report printed by: Trainer on Friday, April 11, 2014 at 6:05:46 PM

Department: 19209-DEPT 19209 | Program: All | Major Fund: All | Supp Ind.: Default | Element: All | SubElement: All

Name	Div-Dept Name	KFS Acct	Sub Code	PHR FTE	Current Base Salary	Increase to Salary Range Minimum	Reallocation or Termination	Reclass after freeze and before 7/1	Adjusted Current Base Salary	Salary Increases Subject to CAP	Total Proposed Base Salary	% Inc to Adj Base	Salary Set?
Herbert, John	DEPT 19209	1909130	1013	1.00	63,984.60	0.00	0.00	8,000.00	71,984.60	1,799.62	73,784.22	2.50	Yes
	Grand Total			1.00	63,984.60	0.00	0.00	8,000.00	71,984.60	73,784.22	73,784.22	2.50	

REPORT DESCIPTIONS

ADJUSTMENTS TO CURRENT BASE SALARY—ALL ACCOUNTS—NON-EXEMPT

Adjustments To Current Base Salary - All Accounts - Non-Exempt

Report printed by: Trainer on Friday, April 11, 2014 at 6:08:22 PM

Department: 19209-DEPT 19209 | Program: All | Major Fund: All | Supp Ind.: Default | Element: All | SubElement: All

Name	Div-Dept Name	KFS Acct	Sub Code	PHR FTE	Current Base Salary	Increase to Salary Range Minimum	Complete probation before 7/1	Reallocation or Termination	Reclass after freeze and before 7/1	Early completion of probation before 7/1	Adjusted Current Base Salary	Salary Increases Subject to CAP	Total Proposed Base Salary	% Inc to Adj Base	Salary Set?
Vaswani, Richard	DEPT 19209	1909130	1014	1.00	39,854.75	0.00	996.37	0.00	0.00	0.00	40,851.12	1,021.28	41,872.40	2.50	Yes
		Grand Total		1.00	39,854.75	0.00	996.37	0.00	0.00	0.00	40,851.12	41,872.40	41,872.40	2.50	

REPORT DESCRIPTIONS
SALARY NOT SET BY ACCOUNT—ALL POSITIONS &
SALARY NOT SET BY EMPLOYEE—ALL POSITIONS

In years where COLA and Merit are not applicable, salaries are loaded into BPM in the 'set' condition, so the Salary Not Set reports should contain no data. Users will receive the following message (in red, in the center of the Report Menu screen) when trying to run a **Salary Not Set** report when all salaries have been set.

Reports Menu to View/Print BPM Reports
Main Category - Print/View Report by
Executive Level
Select Executive Level from the List
Division
Select Division Codes from the List
School
Select School Code from the List
Department
19209-DEPT 19209
Dept-SubDept
Select SubDepartment Code from the List
KFS Account
1909160-ACCT-1909160
or Enter KFS Account
Secondary Category - Filter Report by
Program
All
Element
All
Sub-Element
All
Major Fund Source
All
Support Indicator
Default
There is no data for the selected criteria to print the report.
If you need assistance or have questions, Please contact BFA office
OK
REPORT OPTIONS
Proposed Budget Reports
Budget Summary
Budget Summary Details
Budget Summary Details by Account
Working Budget Changes Summary
Working Budget Changes Detail
Subcode Summary
Itemized Position Details
Title Code Summary
Position Vacancy
Detail Budget
BPM FTE > 1.00
Budget to Salary Comparison Reports
Salary Variance Summary
Salary Variance Summary Details
Salary Variance by Position
Audit Trail
Proposed Salary Reports
Salary Certification Summary - All Employees
Salary Certification Summary - Itemized Faculty
Salary Certification Summary - Exempt
Salary Certification Summary - Non-Exempt
Salary Certification by Account - All Employees
Salary Summary by Employee - All - % Inc > 10.00
Salary Summary by Employee - All Accounts
Salary Details by Employee - All Accounts
Increments Above Base Details by Employee - All Accounts
Salary Adjustments - FY 2015
Adjustments to Current Base Salary - All Accounts - Faculty
Adjustments to Current Base Salary - All Accounts - Exempt
Adjustments to Current Base Salary - All Accounts - Non-Exempt
Salary NOT Set by Account - All Positions
Salary NOT Set by Employee - All Positions

APPENDIX
SALARY SETTING SCREEN FIELD DEFINITIONS

ADJUSTMENTS TO CURRENT BASE SALARY	PURPOSE	RESPONSIBILITY
ALL TYPES OF EMPLOYEES		
Reallocation of Current Base	Amounts (+ and -) transferred between accounts are calculated and automatically updated by BPM system from a reallocation of adjusted current base salary in the "Reallocate Salary" screen. Please see the example "Reallocate Salary to Multiple Funding Sources" on page 21. Adjusted current base salary is the base salary that is in effect at the close of business June 30th and is the starting point for any July 1st salary increases.	System update
FACULTY		
Return From Sabbatical or Leave	Enter the amount needed to restore the current year salary to the normal pay level for a faculty member returning from sabbatical leave, or an extended leave without pay, at the beginning of next year.	User update
Other Faculty Adjustments	Enter the dollar amount of: a) administrative increment that is being converted to base salary in the next fiscal year, or b) base salary increase in the current year for a promotion or reclass processed after the PHR freeze and effective before July 1. Enter comments to explain the reason for Other Faculty Adjustments.	User update
EXEMPT & NON-EXEMPT		
Increase to Minimum of Salary Range	Enter the increase to employee salary required by changes to the Board of Regents' approved salary range minimums.	User update
Reclass after freeze and before July 1	Enter the dollar amount of the base salary increase in the current year for a promotion or reclass processed after the PHR freeze and effective before July 1.	User update
NON-EXEMPT		
Completion of Original or Promotional Probation before July 1	Enter a 2.5% increase to employee salary when probation is completed on schedule, after freezing PHR data for BPM, but before July 1.	User update
Early Completion of Original or Promotional Probation before July 1	Enter a 2.5% increase to current base for an employee who completes probation **early** and before July This is limited to non-bargaining unit employees only.	User update

APPENDIX
SALARY SETTING SCREEN DEFINITIONS

PROPOSED SALARY INCREASES	PURPOSE	RESPONSIBILITY
Proposed Salary Increases Subject to Cap		
COLA	The Cost Of Living Adjustment is automatically calculated and loaded into BPM in years that COLA is applicable. The system re-calculates and loads this amount for any Adjustments to current Base Salary that are processed.	System calculation
Merit - Faculty & Exempt	In years merit is applicable, enter either the percent or amount of merit increase for the employee, or for the employee/account if setting salary for a split-funded employee at the account level.	User update
Merit - Non-Exempt	A merit increase calculated as 2.5% of Adjusted Current Base Salary + COLA will be loaded into BPM, in years merit is applicable.	System calculation
Mandatory Merit Adjustment—Non-Exempt	In years merit is applicable, reduce employee salary by amount that exceeds the maximum of the pay range (BFA will notify unit of appropriate amount), eliminate Merit for any employee who does not meet expectations on his or her performance review, or eliminate merit for employees who will be on initial or promotion probation as of July 1st. Enter comments to explain the adjustment.	User update
Retention, Equity, & Other Increases - Faculty & Exempt only	Enter the amount of any other proposed base salary increase except faculty promotion. Enter comments to provide the reason for the increase.	User update
Reallocation of Proposed Base	Amounts (+ and -) transferred between accounts are calculated and automatically updated by the BPM system for a reallocation between accounts processed on a split-funded salary AFTER the new fiscal year salaries are set, or for termination prior to July 1.	System update
Other Proposed Salary Increase NOT subject to CAP - Faculty Only		
Faculty Promotion	Enter the dollar amount for a faculty promotion. This amount will be included in Proposed Base Salary, but excluded in identifying increases exceeding the increase cap.	User update
Increments Above Base		
Administrative & Acting Increments	Current year administrative and/or acting increment total amounts will be loaded into BPM for budget and reporting purposes only. The user can update the proposed year "New" amount that is displayed in the employee's total salary and choose to include it in the position budget**. These amounts are NOT included in the proposed salary amount converted to PHR as July 1 salary.** A PHR action must be completed in order for the employee to receive an administrative or acting increment.	System load User update